

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

**Date** : 20.06.2023

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- Workload & Timetable preparation
- To conduct BoS
- To set rules for Student Representative Selection
- To fix the period of CIA examinations.
- To conduct Academic Audit
- To carry out criteria work.
- To update Vidwan ID
- To publish papers in referred journals
- To fix credit for Library book Review.
- To maintain Minutes note for all cells and clubs.
- Vote of Thanks

## Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	
4.	Economics	M. S. Thangar 20/6/23
5.	Commerce	Kaachan
6.	Mathematics	J. S. U.
7.	Physics	J. Jeyamangal
8.	Chemistry	J. Rajula J. Somine Usha
9.	Botany	D. Subel
10.	Zoology	J. Jeyaprabha
11.	Tamil S/F	J. Kalyan Lakshmi
12.	English S/F	S. Julie Kohila
13.	Commerce S/F	C. Ady
14.	Mathematics S/F	R. R. R.
15.	Physics S/F	For P. Jeyarajoo.
16.	Computer Science S/F	R. P. Raja
17.	Food Science & Nutrition S/F	J. Chitra
18.	Nano science S/F	S. J. J.
19.	Computer Application S/F	J. J. J.
20.	Zoology S/F	J. J. J.
21.	PG History S/F	J. J. J.
22.	Dean of Arts	J. J. J.
23.	Dean of Science	J. J. J.
24.	Dean of Student Welfare	J. J. J.
25.	IQAC Coordinator	J. J. J.
26.	Librarian	J. J. J.
27.	Physical Director	J. J. J.

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

**Date : 20.06.2023**

- The meeting started with a prayer offered by Dr. Usha Godwin, Principal.
- The following points were discussed:

1. The NME hour for I UG is changed.

<b>Year</b>	<b>Previous</b>	<b>Changed</b>
First	IV hour of II day	I hour of II day
	V hour of II day	V hour of VI day

2. The workload of all departments should be submitted tomorrow to the Dean's office by mentioning clearly the excess and shortage of staff members.
3. The Board of Studies can be scheduled in the first week of July. The proposed date is 12<sup>th</sup> July 2023.
4. The college opens on 22<sup>nd</sup> June 2023 for the I year UG students.
5. Class representatives can be elected new for every semester. The preference of the staff members can be obtained during the department staff meeting before choosing the class representatives.
6. The coat for I year students will be stitched in the college.
7. The Student Council election will be conducted on 11<sup>th</sup> July 2023.
8. The Inaugural of Student Council Union will be held on 17<sup>th</sup> July 2023.
9. Sarah Sales will be on 19<sup>th</sup> August 2023.
10. The department sales can be made from now but students should not be found roaming during college hours.
11. The dates for Internal examinations are mentioned below:

<b>Internal</b>	<b>Date</b>
I CIA	Last week of July
II CIA	First week of September
III CIA	First week of October

12. The Internal audit will be on 5<sup>th</sup> July 2023 (Arts) and 6<sup>th</sup> July 2023 (Science).
13. The Association report should contain all the activities of the department (Both Students & Staff).
14. Thirty files will be issued to each department for criteria work. The details will be informed by the IQAC Coordinator.
15. It is compulsory to fill in all the details in Vidwan ID. Profiles should be updated and new profile should be created (new staff).
16. All the staff members should take initiatives to publish papers in referred journals. Also efforts should be made to apply for research project.
17. The windows of classrooms should be closed and lights and fans should be put off every day. Also check that all taps are closed properly.

18. Library book review is compulsory for getting credit from this year onwards(2023-2024).

19. Minutes notebooks should be maintained by all the clubs and cells. The minutes after getting signed from the Principal should be recorded in the minutes notebook. The minutes of all Seminars, Conferences, etc., should be recorded.

- The meeting came to an end with the closing prayer offered by Dr. A. Valarmathy, Vice Principal.

**IQAC Coordinator**

**Principal**

**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 2**

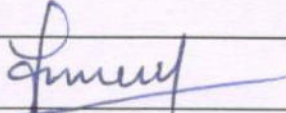

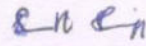
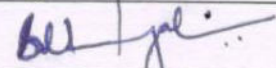
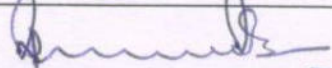
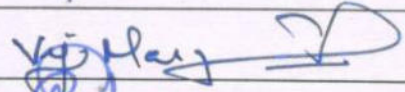
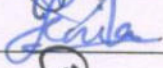
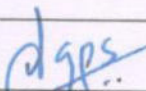
**Date** : 10.07.2023

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To have exchange programme with international universities
- To generate UMIS number for students
- To appoint one nodal officer for the college and to depute staff from each department for UMIS
- To fix the day and time for Part V, Add on courses and certificate courses
- Vote of Thanks

## Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	M. S. Thangam
4.	Economics	E. Mary Anabel
5.	Commerce	Kaachan
6.	Mathematics	S. S. S. S.
7.	Physics	M. Jayaraman
8.	Chemistry	J. Raju 10.07.2018
9.	Botany	S. Subit
10.	Zoology	L. Jayaraj
11.	Tamil S/F	J. Mary Laxmi
12.	English S/F	S. Julia Kohila
13.	Commerce S/F	
14.	Mathematics S/F	
15.	Physics S/F	M. P. Rameela
16.	Computer Science S/F	B. S. S. S.
17.	Food Science & Nutrition S/F	J. S. S. S.
18.	Nano science S/F	
19.	Computer Application S/F	
20.	Zoology S/F	
21.	PG History S/F	
22.	Dean of Arts	Deva Mabel
23.	Dean of Science	M. Jayaraman
24.	Dean of Student Welfare	
25.	IQAC Coordinator	J. S. S. S.
26.	Librarian	
27.	Physical Director	

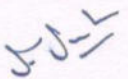
**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC MINUTES**

**Date : 10.07.2023**

- The meeting started with a prayer offered by Mrs. Mary Sugirtha Pandian, Assistant Professor, Department of Tamil.
- Vice principal along with the Heads congratulated the Principal on her visit to Australia.
- Principal summed up her experience in Australia. She stressed to enter into exchange program with the International universities. Also she insisted to provide Extension programme to help our students develop Entrepreneurial skill which will also enable us to get better ranking in NIRF.
- All the departments should work to generate UMIS number for the students. The names of the staff in charge for each class should be given. So that clear instructions can be given to them.
- One Nodal officer for the entire college and one nodal officer for each department should be appointed for effective generation of UMIS number.
- The Part V classes will be held on

I year UG	Tuesday
II year UG	Thursday

- Add on course and Certificate course will be conducted on Monday, Wednesday and Friday.
- The meeting came to an end with the closing prayer offered by Dr. A. Juliet Santha Jothi, Head, Department of Botany.

  
**IQAC Coordinator**

  
**Principal**

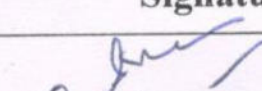
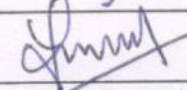
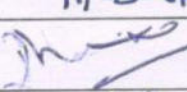
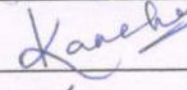
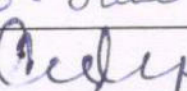
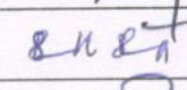
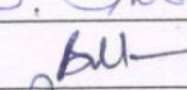
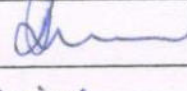
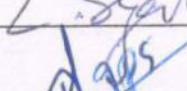
**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 3**

**Date** : 07.08.2023

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- Regularizing French Classes
- To ensure extra credits earned by the students
- CIA date fixation for First Years
- To Plan for Field Visit and Educational Tour
- To publish papers in Sarah Journal by Research Scholars
- Vote of Thanks

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	M.S. Rangam 7/8/23
4.	Economics	
5.	Commerce	
6.	Mathematics	J. Sorel
7.	Physics	Y. Jayamangal
8.	Chemistry	J. Raju Ramu Uha
9.	Botany	S. Subit
10.	Zoology	L. Thypran
11.	Tamil S/F	J. May Leyth.
12.	English S/F*	S. Jute Kolita
13.	Commerce S/F	
14.	Mathematics S/F	
15.	Physics S/F	M.P. Rameela
16.	Computer Science S/F	B. B. J.
17.	Food Science & Nutrition S/F	J. Sorel
18.	Nano Science S/F	
19.	Computer Application S/F	
20.	Zoology S/F	Vijayaraj
21.	History S/F	J. Sorel
22.	Dean of Arts	Deva Rabel
23.	Dean of Science	Y. Jayamangal
24.	Dean of Student Welfare	Jenival
25.	IQAC Coordinator	J. Sorel
26.	Librarian	J. Sorel
27.	Physical Director	

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

**Date : 07.08.2023**

- 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. The students who have opted for French should be sent to the French class during the respective hours.
  2. The departments should see that the students earn adequate extra credits before their course of study.
  3. First Continuous Internal Assessment for I Year students commences from 16<sup>th</sup> August 2023. Part I and Part II will be held on the last two days of the time table.
  4. Second CIA will be conducted on the first week of September 2023 except for the first year students. The II CIA for I Year will be on third week of September 2023.
  5. The departments should obtain permission from the JD office before arranging and booking the tickets for tours arranged for final year students. Five days tour can be arranged. Tour can be arranged from 10<sup>th</sup> to 30<sup>th</sup> of September 2023.
  6. Industrial visit can be arranged for first and second year students. One day visit can be arranged. Even for this permission should be obtained from the JD office.
  7. The places of tour and industrial visit should be fixed and finalized and permission letter should be sent before 11<sup>th</sup> August 2023. No permission will be given after this date.
  8. All the staff members should participate in the Independence day flag hoisting.
  9. College Anthem and college prayer song should be taught to students and they can memorize it. Also practice should be given to sing Tamil Thai Vazhthu and National Anthem.
  10. Except for official meeting College Anthem can be sung at the end of meetings.
  11. The Research scholars should be informed by the guides that two publication in Sarah Journal is compulsory during their course of study. One paper during II year and one paper in III year should be published. Or else No Due certificate will not be issued during the submission.
- The meeting came to an end with the closing prayer offered by Mrs. D. Shanthi Stephen, Head, Department of Mathematics(Unaided).

*J. J. S.*

**IQAC Coordinator**

*M. S. S.*  
**Principal**

**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 4**

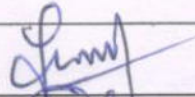
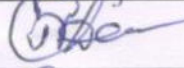
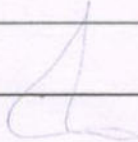
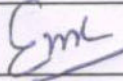
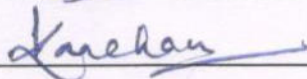
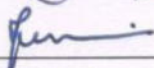
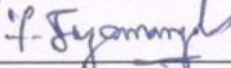
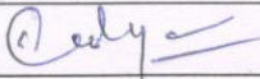
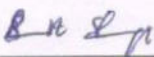
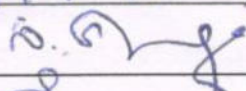
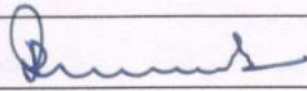
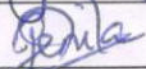
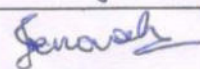
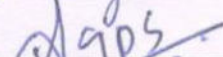
**Date** : 19.09.2023

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To fix common CIA examination dates for Language Papers
- To regularize renewal of Research Centres
- 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	Anita Gloria chellam
9.	Botany	S. Jubin
10.	Zoology	L. Jayaraja
11.	Tamil S/F	J. May Ling
12.	English S/F	S. Jubin Kohila
13.	Commerce S/F	
14.	Mathematics S/F	
15.	Physics S/F	M. P. Ramesh
16.	Computer Science S/F	
17.	Food Science & Nutrition S/F	J. Chopra
18.	Nano science S/F	
19.	Computer Application S/F	
20.	Zoology S/F	J. May Ling
21.	PG History S/F	
22.	Dean of Arts	Deva Madal
23.	Dean of Science	J. Jayamangal
24.	Dean of Student Welfare	
25.	IQAC Coordinator	J. Sub
26.	Librarian	S. Suresh
27.	Physical Director	

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

**Date : 19.09.2023**

- The meeting started with a prayer offered by Dr. S. Devanesam Mabel, Associate Professor, Department of Tamil and Research Centre.
- The following points were discussed:
  1. Second Continuous Internal Assessment for I year UG students will be on :

<b>Date</b>	<b>Subject</b>
04.10.2023	Tamil
05.10.2023	English

All the major papers can be conducted according to the convenience of the individual department for I year (UG & PG) students.

2. Third Continuous Internal Assessment :

<b>Date</b>	<b>I UG</b>	<b>II UG</b>
16.10.2023	Tamil	English
17.10.2023	English	Tamil
18.10.2023	-	GEC

The other major papers can be conducted by the department starting from 10<sup>th</sup> October 2023 for all classes.

3. The Renewal for the Research Centre should be done yearly. The Head of the Research Centre is insisted to prepare all the documents necessary every year and renew it without delay.
  4. The departments whose previous tour proposal was rejected earlier are asked to resubmit the proposal with all details (relating to syllabus, etc.,).
- The meeting came to an end with the closing prayer offered by Mrs. Anita Gloria Chellam, Associate Professor, Department of Chemistry and Research Centre.

  
**IQAC Coordinator**

  
**Principal**

**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 5**

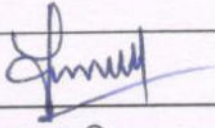

**Date** : 28.10.2023

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To allot 17 Digit register number for the first year students according to the government norms
- To keep the internal papers for future reference
- To regularize the student internal examination, assignment and quiz
- To provide necessary details for course affiliation
- Vote of Thanks

## Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	MSD
4.	Economics	
5.	Commerce	Kanadan
6.	Mathematics	S. S. O. C. L.
7.	Physics	T. S. Yamangal
8.	Chemistry	T. Rajula Jommin Uth
9.	Botany	S. S. Indhit
10.	Zoology	L. S. Jayaprabha
11.	Tamil S/F	T. S. S. S. S.
12.	English S/F	S. Julie Kohila
13.	Commerce S/F	Cesly
14.	Mathematics S/F	S. M. S. S.
15.	Physics S/F	M. P. Rameeh
16.	Computer Science S/F	A. S. S. S.
17.	Food Science & Nutrition S/F	S. S. S. S.
18.	Nano science S/F	S. S. S. S.
19.	Computer Application S/F	S. S. S. S.
20.	Zoology S/F	Vijaya P
21.	PG History S/F	S. S. S. S.
22.	Dean of Arts	Devan Nall
23.	Dean of Science	T. S. Yamangal
24.	Dean of Student Welfare	Jenavala
25.	IQAC Coordinator	S. S. S. S.
26.	Librarian	S. S. S. S.
27.	Physical Director	S. S. S. S.

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

**Date : 28.10.2023**

- The meeting started with a prayer offered by Dr. M. S. Thangam, Head, Department of History and Research Centre.
- The following points were discussed:
  1. The 17 digit Register number allotted to the students was explained by the Controller of examinations.
  2. The chief for the external exam will be from other colleges.
  3. It is not necessary that all the students should be put a pass mark in the internal exam. If students fail to write two CIA tests or fail to submit assignment and write quiz, they need not be given a pass mark.
  4. The Internal papers, Assignment and Quiz papers should be kept in the department for future reference after getting them signed by the students. It can be disposed at the risk of the concerned staff or departments.
  5. Attendance register should be signed before 9.45 am in the morning and 2.45 pm in the afternoon.
  6. The first hour staff should be inside the class during the time of prayer.
  7. Affiliation details if required should be furnished by the departments before going for vacation.
  8. Students should not be allowed to use the cell phones within the campus. They should be strictly instructed not to use it. All the staff are responsible for the overall discipline of the college.
  9. Care should be taken when questions are evaluated by the Heads of the department. There should not be out of syllabus after such an evaluation.
- The meeting came to an end with the closing prayer offered by Dr. I. Viji Margaret, Head, Department of Zoology (PG).

*J. J. J.*

**IQAC Coordinator**

*Booth*

**Principal**

**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 6**

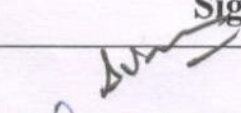
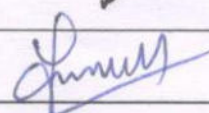
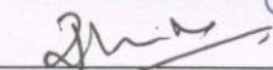
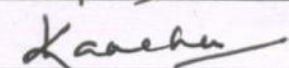
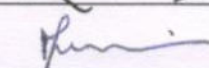
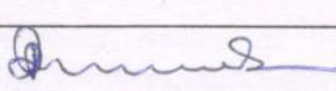
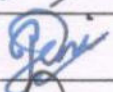
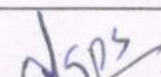
**Date** : 08.12.2023

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To plan for social welfare activity to the underprivileged
- To submit teaching plan for the even semester
- To submit staff and student activities for the odd semester
- To ensure the correctness of questions during the end semester examination by the subject handling faculty
- To start TARA AI based Communication English programme during the semester
- Vote of Thanks

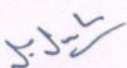
## Members Present

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	M. S. Prange - 08/12/23
4.	Economics	
5.	Commerce	
6.	Mathematics	
7.	Physics	F. Jayamangal
8.	Chemistry	J. Raju
9.	Botany	S. Indit
10.	Zoology	J. Raju
11.	Tamil S/F	J. Raju
12.	English S/F	S. Julie Kohita
13.	Commerce S/F	Carly
14.	Mathematics S/F	Ena
15.	Physics S/F	Krofiya
16.	Computer Science S/F	A. G. G.
17.	Food Science & Nutrition S/F	J. Raju
18.	Nano science S/F	
19.	Computer Application S/F	
20.	Zoology S/F	Mees
21.	PG History S/F	
22.	Dean of Arts	Dewan Mabel
23.	Dean of Science	F. Jayamangal
24.	Dean of Student Welfare	Jenavah
25.	IQAC Coordinator	J. Raju
26.	Librarian	
27.	Physical Director	

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

**Date : 08.12.2023**

- The meeting started with a prayer offered by Dr. S. Kanchana Head, Department of Commerce and Research Centre.
- The following points were discussed:
  1. Extension activity should be arranged on 15<sup>th</sup> and 16<sup>th</sup> December 2023.
  2. The college closes for Christmas holidays on 23<sup>rd</sup> December 2023. Only PG students are expected to come on 23<sup>rd</sup> December 2023.
  3. The reopening of college after Christmas holidays will be on 2<sup>nd</sup> January 2024.
  4. Teaching plan, staff and student activities should be submitted on Monday, 11<sup>th</sup> December 2023.
  5. All the programmes like Sports day, College day and Alumni enrolment should be over by 15<sup>th</sup> March 2024.
  6. Late comers should stay in the Library for 10 days. The discipline committee staff of the department should check whether they stay for all 10 days.
  7. The staff in charge of each subject (both Aided and S/F) should come to the college on all days of their respective examination(External) after 10.30 am to check the question papers. If there is any question which is out of syllabus it should be given in writing to the Controller of Examinations before 12 pm after getting it signed by the Head of the department (both Aided & SF).
  8. TARA AI based Communication English programme is planned to be started during this semester. The fees for this course is Rs.1000/- per student. 15 students from each department should be enrolled for this course. To enable the deserving students to undertake the course Sarah scholarship will be offered. Three students from each class can be benefitted from this scholarship. So care should be taken by the Heads of the departments to select the most deserving candidates who are needy and really capable of completing the course successfully.
- The meeting came to an end with the closing prayer offered by Dr. D. Sheefa Ruby Grace, Head, Department of Computer Science.

  
**IQAC Coordinator**

  
**Principal**

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

**Date** : 03.01.2024

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To conduct Convocation for 2021 – 2022
- To fix practical and CIA Examination dates
- To conduct Seminar and Conferences
- To conduct Board of Studies
- To submit all Criteria Details to IQAC
- To collect list of student details affected by flood
- Vote of Thanks

## Members Present

S.No	Departments	Signature
1.	Tamil	Deva Hald
2.	English	Jimmul
3.	History	M. S. Changanas 3/1/24
4.	Economics	Deva
5.	Commerce	Kareena
6.	Mathematics	J. S. S. S.
7.	Physics	T. Jayamangal
8.	Chemistry	T. Raju, J. S. S. S.
9.	Botany	S. S. S.
10.	Zoology	L. Jayapr
11.	Tamil S/F	
12.	English S/F	S. J. S. S.
13.	Commerce S/F	C. S. S.
14.	Mathematics S/F	S. S. S.
15.	Physics S/F	M. P. Ramesh
16.	Computer Science S/F	B. S. S.
17.	Food Science & Nutrition S/F	S. S. S.
18.	Nano science S/F	S. S. S.
19.	Computer Application S/F	S. S. S.
20.	Zoology S/F	V. J. S. S.
21.	PG History S/F	For HOD S. S. S.
22.	Dean of Arts	Deva Hald
23.	Dean of Science	T. Jayamangal
24.	Dean of Student Welfare	J. S. S.
25.	IQAC Coordinator	J. S. S.
26.	Librarian	S. S. S.
27.	Physical Director	S. S. S.

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

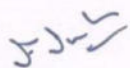
**Date : 03.01.2024**

- The meeting started with a prayer offered by Dr. Usha Godwin, Principal of the college.
- The following points were discussed:

1. Convocation for 2021 - 2022 batch is proposed to be conducted on the third week of January 2024.
2. Sports day is proposed on the third week of March and College day on the fourth week of March.
3. The CIA examination will be conducted during

I CIA	1 <sup>st</sup> week of February
II CIA	2 <sup>nd</sup> week of March
III CIA	3 <sup>rd</sup> week of April

4. Practical exams will be conducted afterwards.
  5. All seminars and conferences to be completed before the month of February 2024.
  6. Students should be strictly instructed not to order food from outside.
  7. Board of studies should be held by the departments for UG (II and III year) and PG (II year ) on 27<sup>th</sup> February 2024. Syllabus should be submitted to the Dean's office 20<sup>th</sup> February 2024 (both Soft and Hard copy).
  8. Softcopy of Staff activities, Student activities, Position held by the students, Project details, Seminars/workshops/conferences organized, Field visit/tour report and Hard copy of teaching plan should be submitted to the IQAC office.
  9. The departments can collect the list of students who were affected by the flood. The address (area) if the students along with the estimate of loss (approximate) and contact numbers can be collected and submitted on or before 5<sup>th</sup> January 2024 to the Sarah sales coordinators (Arts - Dr. J. Shanthibai, Department of Tamil and Research Centre, Science - Dr. S. Nirmala, Department of Zoology and Research Centre and Self Finance - Dr. D. Esther Nancy, Department of Physics).
- The meeting came to an end with the closing prayer offered by Dr. S. Devanesam Mabel, Head, Department of Tamil and Research Centre.

  
**IQAC Coordinator**

  
**Principal**

**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 8**

**Date** : 12.02.2024

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To fix Sports day and College day
- To regularize I UG Games Students
- To fix Library hour timing for the students
- To regularize amount for library books for the departments
- To organize Science Exhibition
- To ensure the cleanliness of the campus and washrooms
- To fix exam dates for Moral and Scripture exams
- To finalize practical exam dates
- Vote of Thanks

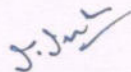
## Members Present

S.No	Departments	Signature
1.	Tamil	S. Jagan Mabel
2.	English	J. Jagan
3.	History	M.S. Thangam
4.	Economics	M. S.
5.	Commerce	D.P.
6.	Mathematics	
7.	Physics	M. Jeyamangal
8.	Chemistry	J. Paula Jommini
9.	Botany	S. Subit
10.	Zoology	A. Jeyaprasa
11.	Tamil S/F	
12.	English S/F	S. Jagan kotha
13.	Commerce S/F	N. S. Jagan
14.	Mathematics S/F	S. Jagan
15.	Physics S/F	M.P. Ramach
16.	Computer Science S/F	B. Jagan
17.	Food Science & Nutrition S/F	J. Jagan
18.	Nano science S/F	B. Jagan
19.	Computer Application S/F	J. Jagan
20.	Zoology S/F	Vijay
21.	PG History S/F	Jagan
22.	Dean of Arts	S. Jagan Mabel
23.	Dean of Science	M. Jeyamangal
24.	Dean of Student Welfare	Jagan
25.	IQAC Coordinator	J. Jagan
26.	Librarian	S. Jagan
27.	Physical Director	Jagan

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

**Date : 12.02.2024**

- The meeting started with a prayer offered by Dr. J. Rajula Jasmine Usha, Head, Department of Chemistry and Research Centre.
- The following points were discussed:
  1. All the Saturdays will be working days except the II Saturday in view of the elections. Mid semester holidays may be given if quick closure is not needed.
  2. Sports day will be on the II week of March 2024 (15.03.2024).
  3. College day will be on the III week of March 2024 (21.03.2024).
  4. First year(UG) games students may be sent to the grounds at 2.30 pm from 13.02.2024 onwards.
  5. Library hour during lunch must be from 12.45 pm to 1.15 pm only.
  6. Yearly book money from the management for each department may be raised to Rs.10,000/-.
  7. Science Exhibition will be held on 28<sup>th</sup> February 2024.
  8. Rest rooms must be kept clean by the users.
  9. Scripture/Moral End semester Exam will be on the first week of March 2024.
  10. On 14<sup>th</sup> February 2024 Ash Wednesday, classes will start at 10 am.
  11. II CIA will be in the IV Week of February and III CIA must be completed by 27<sup>th</sup> March 2024.
  12. Practical exams must be conducted in the first week of April 2024.
- The meeting came to an end with the closing prayer offered by Dr. N. Siyon, Department of Commerce(Unaided).



**IQAC Coordinator**



**Principal**

**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 9**

**Date** : 27.02.2024

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To complete mark entry for the CIAs in portal
- To consolidate marks and finalize
- To submit III and IV Semester before BoS
- Vote of Thanks

Date :

Members Present

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

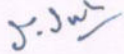
**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC MINUTES**

**Date : 27.02.2024**

- The meeting started with the opening prayer by Dr. D. Addline Esther Pushparani, Associate Professor of Zoology.
- The following points are discussed:
  1. All working days including the second Saturdays will be working day.
  2. The tentative day for College day is fixed on 21<sup>st</sup> March 2024.
  3. The mark portal for entering the first internal marks will be opened from 28.02.2024 & 02.03.2024 and the portal for second internal test will be opened from 11<sup>th</sup> March to 14<sup>th</sup> March 2024.
  4. The practical exams will be held from 1<sup>st</sup> April to 13<sup>th</sup> April 2024.
  5. The Third internal test will be commence on 25<sup>th</sup> March and end on 3<sup>rd</sup> April 2024.

25.03.2024	Tamil(I Year)	English(II Year)
26.03.2024	English(I Year)	Tamil (II Year)
27.03.2024	Gender Studies(III Year)	NME(II Year)

6. The consolidated mark should be completed on or before 11<sup>th</sup> April 2024. The portal will be opened from 5<sup>th</sup> April to 11<sup>th</sup> April 2024.
  7. The departments should get ready for the Board of Studies with III and IV Semester syllabus.
- The meeting came to an end with a closing prayer offered by Dr. D. Sheefa Ruby Grace, Head, Department of Computer Science.



**IQAC Coordinator**

  
**Principal**

**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 10**

**Date** : 11.03.2024

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To conduct convocation for the year 2021-2022
- To conduct PTA meeting
- To conduct Student Union Valedictory
- To fix day order for ward meeting for the forth coming academic year
- To regularize Exam and valuation regarding moral and scripture
- To finalize date for farewell
- To finalize the extra credit for UG and PG students
- To complete the internship for PG students during the semester holidays
- To complete Course Attainment Analysis
- To revise the amount for Earn while you learn scheme for the students
- Vote of Thanks

Date : 11.03.2024

Members Present

S.No	Departments	Signature
1.	Tamil	Deva Hald
2.	English	<del>_____</del>
3.	History	M. S. Rangaraj 11/03/2024
4.	Economics	<del>_____</del> 11/3/24
5.	Commerce	<del>_____</del>
6.	Mathematics	J. S. R. C.
7.	Physics	F. Syamangal
8.	Chemistry	J. Rajula <del>_____</del> F. Shalini
9.	Botany	S. S. Shibi
10.	Zoology	<del>_____</del>
11.	Tamil S/F	J. Key Lya
12.	English S/F	S. Jula Kshila
13.	Commerce S/F	R. N. S.
14.	Mathematics S/F	<del>_____</del>
15.	Physics S/F	H. P. Rameesh
16.	Computer Science S/F	B. G. Vijay
17.	Food Science & Nutrition S/F	J. G. Vijay
18.	Nano Science S/F	<del>_____</del>
19.	Computer Application S/F	<del>_____</del>
20.	Zoology S/F	Vijay <del>_____</del>
21.	History S/F	For HOD <del>_____</del>
22.	Dean of Arts	Deva Hald
23.	Dean of Science	F. Syamangal
24.	Dean of Student Welfare	<del>_____</del>
25.	IQAC Coordinator	J. S. R. C.
26.	Librarian	<del>_____</del>
27.	Physical Director	<del>_____</del> S. S. S. S.

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

**Date : 11.03.2024**

- The meeting started with the opening prayer by Mrs. Jenoviah Esther Thavaseeli, Associate Professor of Chemistry, Dean of Students Welfare.

- The following points are discussed:

1. The Convocation for 2021 - 2022 batch will be held on 18<sup>th</sup> March 2024.
2. Rehearsal for the Convocation on will be held on 14<sup>th</sup> March 2024.
3. 16<sup>th</sup> March 2024 (Saturday) will be a holiday.
4. The photos for final year students(UG & PG) will be taken on

Group Photo Science	19 <sup>th</sup> March 2024
Group Photo Arts	26 <sup>th</sup> March 2024

5. The Third internal test will commence on 26<sup>th</sup> March 2024

Date	I Year	II Year	III Year
26.03.2024	Tamil	English	-
27.03.2024	English	Tamil	Gender Studies
28.03.2024	-	NME (2 hours)	-

Internal tests for other subjects can be scheduled by the departments.

6. The tentative dates for the following programmes are

Date	Programme
23 <sup>rd</sup> March 2024	PTA
12 <sup>th</sup> April 2024	Valedictory (Afternoon)
13 <sup>th</sup> April 2024	Farewell

7. Ward meeting is to be conducted hereafter on all third day order.
8. Moral exam will be held in the respective classes.
9. The valuation for Moral and Scripture exams will be on 13<sup>th</sup> March 2024 and for Self learning will be on 14<sup>th</sup> March 2024.
10. Portal for entering the II internal marks will be kept open from 11<sup>th</sup> March 2024 to 14<sup>th</sup> March 2024.
11. Compulsory credit for UG students:

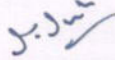
Moral/Scripture	1
Add on course	1 (one course one credit)
Library	1

12. Compulsory credit for PG students:

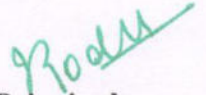
Moral/Scripture	1
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13. The exam fees should be paid by the students from 11<sup>th</sup> March 2024. The fees shall be paid without penalty till 24<sup>th</sup> March 2024 and with penalty till 31<sup>st</sup> March 2024.

14. First PG students should go for internships during this summer holidays. The ward mentors are responsible to make them complete the Internship within the time specified.
  15. Course Attainment Analysis was explained by Dr. J. Shakina. Details about it will be sent soon by Dr. J. Shakina.
  16. Earn While You Learn - The Heads of departments should send the filled up form and submit it by 12.03.2023. The amount is increased from Rs. 500/- to Rs. 1000/- during this year (2023-2024).
- The meeting came to an end with a closing prayer offered by Dr. M. P. Rameela, Head, Department of Physics (Unaided).



**IQAC Coordinator**



**Principal**

**SARAH TUCKER COLLEGE (AUTONOMOUS), TIRUNELVELI - 7**  
**IQAC BUSINESS MEETING - 11**

**Date** : 28.03.2024

**Venue:** Council Chamber

**AGENDA**

- Prayer
- Welcome Address
- To discuss New NAAC metrics
- To fix the external exam date
- To submit the department accounts
- To complete extra credit files
- To submit the library stock and lab apparatus with the bills
- To ensure the presence of concerned subject staff on the date of end semester examination to check the questions
- Vote of Thanks


## Members Present

S.No	Departments	Signature
1.	Tamil	Deva Mahal
2.	English	<del>Jimmy</del>
3.	History	M. S. Rangam 28/3/24
4.	Economics	
5.	Commerce	Kanchan.
6.	Mathematics	<del>Kanchan</del> J. Soal.
7.	Physics	M. Jayamangal
8.	Chemistry	For Jeyasah
9.	Botany	For Sange
10.	Zoology	L. Jayaraman
11.	Tamil S/F	J. Hany Lijis
12.	English S/F	S. Julie Kohila
13.	Commerce S/F	Cherly
14.	Mathematics S/F	R. K. R.
15.	Physics S/F	M. P. Rameeb
16.	Computer Science S/F	B. R. R.
17.	Food Science & Nutrition S/F	J. S. S.
18.	Nano science S/F	S. S. S.
19.	Computer Application S/F	S. S. S.
20.	Zoology S/F	Vijayaraj
21.	PG History S/F	J. S. S.
22.	Dean of Arts	Deva Mahal
23.	Dean of Science	M. Jayamangal
24.	Dean of Student Welfare	Jeyasah
25.	IQAC Coordinator	S. S. S.
26.	Librarian	S. S. S.
27.	Physical Director	S. S. S.

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

**Date : 28.03.2024**

- The meeting started with the opening prayer by Dr. M. S. Thangam, Associate professor & Head, Department of History and Research Centre.
- Principal appreciated all the staff in charge of various programmes of the college day. She heartily congratulated all the staff members for extending their co-operation for the successful conduct of the college day.
- The following points are discussed:
  1. The last working day for the semester is 17<sup>th</sup> April 2024. Closing prayer will be arranged and the college will be working from 9.30 am to 1.15 pm.
  2. New NAAC metrics is issued and the new format will be issued soon. So the criterion coordinators of the various department can get all the data ready as per the old format but need not take hard copies of the data. All the files should be updated and the prepared files to be sent to the criterion co-coordinators on or before 15<sup>th</sup> April 2024.
  3. The external exam will commence from 22<sup>nd</sup> April 2024 and will end by 15<sup>th</sup> May 2024.
  4. The ward members should check that all their students have paid the exam fees. The last date with penalty is 31<sup>st</sup> March 2024.
  5. All the department accounts should be prepared and got signed from the principal on or before 5<sup>th</sup> April 2024.
  6. Library stock and Lab apparatus should be checked and completed. The last date for stock taking is 10<sup>th</sup> April 2024.
  7. The extra credit file to be completed on or before 10<sup>th</sup> April 2024.
  8. The consolidation of marks to be completed by 11<sup>th</sup> April 2024. The hard copy of the consolidated marks should be submitted to the controller's office with the signature of the students.
  9. The portal will be opened from 4<sup>th</sup> April to 11<sup>th</sup> April 2024.
  10. The bill for purchasing books for the department should be submitted on or before 28<sup>th</sup> March 2024.
  11. Staff in charge of the concerned subjects should come on the date of exams and submit any out of syllabus and question details to the controller within 10.30 am to 12.30 pm. Both Aided and S/F staff in charge should go for checking the question paper.
- The meeting came to an end with a closing prayer offered by Dr. Lighty George, Department of Zoology and Research Centre.

  
**IQAC Coordinator**

  
**Principal**