

## **IQAC 2021-2022 BUSINESS MEETING - I**

Date: 09.08.2021

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Discussion on Continuous Internal Assessment(CIA), Add on Course, MOOC, etc.,
- Vote of Thanks

**SARAH TUCKER COLLEGE (AUTONOMOUS)**  
**Staff Council Meeting - 09.08.2021**  
**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.	Dean of Arts	
22.	Dean of Science	
23.	Dean of Student Welfare	
24.	IQAC Coordinator	
25.	Librarian	
26.	Physical Director	

27. P. G. History

28. C. P. G.

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

**09.08.2021**

1. The meeting started with a prayer offered by Mrs.D.Jegathi Jasmine, HoD, Department of Physics.
2. The tentative time schedule for Internal Exams:

I CIA	II week of September 2021
II CIA	II week of October 2021
III CIA	II week of November 2021

3. The marks for internal test is 30 which will be consolidated for 15 marks. Quiz and Assignment should be given for 5 marks each. The first unit and half of second unit will be included for I CIA and next 11/2 units for II CIA and the last two units for III CIA.
4. Practical exams will be conducted either offline/online at the end of November. Project Viva will also be conducted during November last week.
5. The first year students(2021-2024) should compulsorily complete 3 Add on course within three years of their study. Of the total students 10 percent(ie.,) Advanced learners should complete one MOOC course. The II and III year students should complete the Moodle course.
6. All the Ph. D scholars should mark their attendance in the office every day.
7. Internal minimum is fixed for first year students(both UG & PG)
8. The Coordinator for various courses:

S.No.	Course	Coordinator
1.	Moodle	Dr.J.Joy Jeha Vijila, Department of Physics(Aided)
2.	MOOC	Dr.J.Stella, Department of Computer Science
3.	Certificate	1.Dr.R.Raja Jency Esther, Department of Botany 2.Mrs.C.Emimal, Department of English(Unaided)
4.	Add on	Dr.P.Mary Thangam, Department of Economics
5.	Internship	Mrs.A.Ruby Priscilla, Department of Maths(Unaided)

9. Mentors should strictly instruct the students not to opt the same subject while opting for Self Learning course in different semester. Saturdays can be utilized for Part V activities(Games, NSS, NCC & YRC).

3.32  
9/8/21

**IQAC Coordinator**

*M. J. Stella*  
**Principal**

**SARAH TUCKER COLLEGE(AUTONOMOUS)  
TIRUNELVELI -7**

**Circular**

**24.08.2021**

There will be a staff Council meeting on 25.08.2021 at 3 p.m in the Council Chamber.

**Agenda:**

1. Starting Diploma courses
2. Collecting feedback on curriculum from Students and Teachers semester wise
3. Store run by students
4. NET/SET coaching in all PG Departments
5. Executed Teaching Plan
6. Initiatives of all clubs and cells
7. Other matters

S. J. K.  
24/8/21  
IQAC Coordinator

A. G. S.  
24/8/21  
Principal

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

**25.08.2021**

The meeting started with a prayer offered by Dr. Juliet Samtha Jothi, HoD, Department of Botany.

The following points were discussed:

1. It is suggested to conduct Diploma courses related to their major or any other field for the outsiders who have completed 12<sup>th</sup> std. This course consists of 60 hours.
2. List of Diploma courses from all the departments must be submitted on 6<sup>th</sup> September 2021.
3. All the Head of the Departments must discuss about the diploma courses in their department and submit their course details to the IQAC office on or before 27<sup>th</sup> August 2021.
4. Semester wise curriculum feedback must be collected from the parents and the staff in all the departments.
5. The departmental more for the students will be run by the students of all the departments along with Entrepreneurship Cell.
6. NET/SET coaching must be given by all PG departments. The departments have to decide and inform the IQAC office about the beginning of NET/SET coaching on or before 14<sup>th</sup> September 2021. Two members of staff must be identified from both Maths and English department to handle Paper 1 for NET/SET coaching classes by Dr. Julie Kohila (HoD, Department of English(Untaided)) before 4<sup>th</sup> September 2021.
7. IAS and IPS coaching centre will be started by the Economics department along with the support of their staff.
8. New format for the Executed Teaching Plan will be given for this semester from the IQAC office.
9. Student Attendance must be marked by the staff members in the attendance register.
10. Certificate courses and Add on courses will be conducted between 3.30 p. m to 4.30 p. m for 30 hours. Attendance should be maintained.
11. For Add on courses, it is compulsory to have an assignment and quiz for each unit.
12. Students can utilize the Library between 3.30 p. m to 4.30 p. m to earn credits.
13. MCOCs/Add on course, Scripture/Moral and Library are compulsory credits.
14. An awareness programme must be conducted in all the villages in the Village Adoption Cell. They have to get the consent letter from the Village Adoption Coordinators (Dr.T.Venila, Mrs.S.Cephas, Dr.T.Varthini, Dr.L.Jeyaprabha). The following staffs are responsible for this awareness programme
  1. Reddiyarputti - Ms. T. Jones, Asst. Prof., Department of Maths
  2. Araikulam - Dr. J. Shakina, Asst. Prof., Department of Chemistry
  3. Manapadaiveedu - Dr. T. Varthini, Asst. Prof., Department of Physics
  4. Silvanthipatti - Dr. T. Venila, Assoc. Prof., Department of English
  5. Rajavallipuram - Dr. Helan Sophiya, Asst. Prof., Department of Tamil
15. All the department activities must be submitted to the IQAC office and it will be published in the mass media(TV, Newspaper) with the help of Ms. Rosy(Asst.

Prof., Department of English (Aided) and Mrs. Shanthi (Asst. Prof., Department of Tamil (Aided)).

16. Questions have to be taken for the question bank before the 1<sup>st</sup> week of October 2021.

Part A - 15 Multiple choice questions from each unit

Part B - 6 questions from each unit with either/or choice

Part C - 6 questions from each unit with either/or choice

17. Computer course in Google documents will be conducted to the staff members by MCA department on Friday after 1.15 p.m.

18. All the Clubs and Cells should submit their initiatives for the year 2021 - 2022 to IQAC office.

The meeting came to an end by the closing prayer offered by Mrs. Mary Sagirtha, Assistant Professor, Department of Tamil (Unaided).



**IQAC Coordinator**



**Principal**

## **IQAC MEETING BUSINESS MEETING - III**

Date: 31.08.2021

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on Covid Vaccination, Work diary for Part V
- Vote of Thanks

## MEMBERS PRESENT

**DATE: 31.08.2021**

**PLACE: COUNCIL CHAMBER**

Dr. Usha Godwin	Principal
Dr.A.Valarmathy	Head, Department of Tamil & Research Centre
Dr.S. Felicia Gladys Sathiadevi	Head, Department of English & Research Centre
Dr. Lt. VPD.Josephin	Head, Department of Economics & Research Centre
Ms.Grana Vasantha Bai	Head, Department of History & Research Centre
Dr.S.Kanchana	Head, Department of Commerce & Research Centre
Dr. J. Golden Ebenezer Jebamani	Head, Department of Mathematics & Controller of Examinations
Mrs.D.Jegathi Jasmine	Head, Department of Physics
DR.V.Rama	Head, Department of Chemistry & Research Centre
Dr.S.Juliet Santha Jothi	Head, Department of Botany
Dr.L.Jeyaprabha	Head, Department of Zoology & Research Centre
Mrs.Mary Sugirtha Pandian	Head, Department of Tamil(Unaided)
Mrs.S.Julie Kohila	Head, Department of English (Unaided)
Dr.T.Christy Dayamani	Head, Department of Commerce (Unaided)
Mrs.A.Ruby Priscilla	Head, Department of Mathematics (Unaided)
Dr.M.P.Rameela	Head, Department of Physics (Unaided)
Mrs.G.Jenifa	Head, Department of Food Science and Nutrition
Dr.I.Merlin	Head, Department of Nano Science
Dr.S.Sheefa Ruby Grace	Head, Department of Computer Science
Mrs.P.Jasmine Lois Ebenezer	Head, Department of Computer Applications
Dr.I.Viji Margaret	Head, Department of Zoology (Unaided)
Dr.T.Jenila Santhi	Head, Department of History (Unaided)
Dr. J. Juliet Latha Jeyakumari	IQAC Coordinator

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

31.08.2021

- The meeting started with a prayer offered by Dr. Jessie Theodore, Asst. Prof., Department of Mathematics(Aided).
- The following points were discussed:
  1. Everyone should put the Vaccine before 1<sup>st</sup> September 2021. A Vaccination camp is arranged in the college on 1<sup>st</sup> September 2021.
  2. Staff and Students must produce the Certificate for Vaccination.
  3. Staff must produce the Doctor Certificate for the exception of Covid Vaccine.
  4. The time schedule for the students to attend the College are as follows :  
Monday, Wednesday and Friday - Second Year (UG)  
Tuesday, Thursday and Saturday - Third Year (UG)  
All Days - Second year (PG)  
Online classes must be followed for the alternative days.
  5. All the Science departments should give priority to conduct the practical classes at earliest as possible.
  6. Part V classes will be conducted between 3.30 p. m to 4.30 p. m. Work Diary must be submitted for Part V classes also.
  7. The Staff In-charge for YRC five units are :  
Dr. S. Jesefa Kiruba Malar, Asst. Prof., Department of English (Aided)  
Dr. J. Dinija, Asst. Prof., Department of History (Aided)  
Dr. S. Selva Priya Malar, Asst. Prof., Department of Zoology (Aided)  
Dr. S. Christida, Asst. Prof., Department of Mathematics(Aided)  
Mrs. R. Selvasri, Asst. Prof., Department of Tamil (Aided)
- The meeting came to an end by the closing prayer offered by Mrs. Mary Sugirtha, Assistant Professor, Department of Tamil(Unaided).

  
IQAC Coordinator

  
Principal

## **IQAC MEETING BUSINESS MEETING - IV**

Date: 07.09.2021

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on Executed Teaching Plan, College Magazine Committee, Sarah Research Journal, Practical classes.
- Vote of Thanks

## MEMBERS PRESENT

**DATE: 07.09.2021**

**PLACE: COUNCIL CHAMBER**

Dr. Usha Godwin	Principal
Dr.A.Valarmathy	Head, Department of Tamil & Research Centre
Dr.S. Felicia Gladys Sathiadevi	Head, Department of English & Research Centre
Dr. Lt. VPD.Josephin	Head, Department of Economics & Research Centre
Ms.Grana Vasantha Bai	Head, Department of History & Research Centre
Dr.S.Kanchana	Head, Department of Commerce & Research Centre
Dr. J. Golden Ebenezer Jebamani	Head, Department of Mathematics & Controller of Examinations
Mrs.D.Jegathi Jasmine	Head, Department of Physics
DR.V.Rama	Head, Department of Chemistry & Research Centre
Dr.S.Juliet Santha Jothi	Head, Department of Botany
Dr.L.Jeyaprabha	Head, Department of Zoology & Research Centre
Mrs.Mary Sugirtha Pandian	Head, Department of Tamil(Unaided)
Mrs.S.Julie Kohila	Head, Department of English (Unaided)
Dr. T.Christy Dayamani	Head, Department of Commerce (Unaided)
Mrs.A.Ruby Priscilla	Head, Department of Mathematics (Unaided)
Dr.M.P.Rameela	Head, Department of Physics (Unaided)
Mrs.G.Jenifa	Head, Department of Food Science and Nutrition
Dr.I.Merlin	Head, Department of Nano Science
Dr.S.Sheefa Ruby Grace	Head, Department of Computer Science
Mrs.P.Jasmine Lois Ebenezer	Head, Department of Computer Applications
Dr.I.Viji Margaret	Head, Department of Zoology (Unaided)
Dr.T.Jenila Santhi	Head, Department of History (Unaided)
Dr. J. Juliet Latha Jeyakumari	IQAC Coordinator

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

07.09.2021

- The meeting started with a prayer offered by Ms. Grana Vasantha Bai, HoD, Department of History.
- The following points were discussed:
  1. Students are not permitted to write the Semester examinations if there is shortage in their attendance.
  2. If the Staff has taken Online classes in-between periods, the attendance will be given only to the Offline students.
  3. The college reopens for 1 UG (Science) and 1 PG on 13<sup>th</sup> September 2021 and 1 UG(Arts) on 15<sup>th</sup> September 2021.
  4. Second year UG students are asked to come in the afternoon on 13<sup>th</sup> and 15<sup>th</sup> September to write their 1 CIA examinations.
  5. Question bank should be given for the 1 year UG and PG to the CoE office on or before 30.10.2021.
  6. Question bank must be submitted before October 10<sup>th</sup> 2021.
  7. Assigned works from the college must be submitted at the given time by the staff without any delay.
  8. Practical classes should be conducted during the Offline classes.
  9. In connection to the PG students, Project based research article submission for Sarah Research Journal it is decided that, each department has to constitute a article review committee consisting of 3 members. This committee will scrutinize and select suitable research articles (minimum 2 articles and maximum 5 articles) from their department, among the submitted. These finalized articles will be send to the SRJ Coordinator, for publication. The last date for selected article submission and complete other requirements (Declaration, Plagiarism report & payment) is 30.09.2021.
  10. The name list of the staff in charge for magazine must be sent to Dr.M.Shanthakumari (Tamil Department) and Dr. J. Beryl Sheela (English Department).
  11. The Executed Teaching Plan soft copy must be submitted to the IQAC office at the end of the semester. The hard copy should be maintained in the department.
  12. All the reports must be signed by the Head of the department and then it should be submitted in the IQAC office.
- The meeting came to an end by the closing prayer offered by Dr. Jai Ruby, Assistant Professor, Department of Computer Applications.

*[Handwritten Signature]*

**IQAC Coordinator**

*[Handwritten Signature]*

**Principal**

## **IQAC MEETING BUSINESS MEETING - V**

Date: 27.09.2021

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on Committee formation for the departments, Articles for Sarah Journal, Part V, Continuous Internal Assessment(CIA) and others.
- Vote of Thanks

## MEMBERS PRESENT

**DATE: 27.09.2021**

**PLACE: COUNCIL CHAMBER**

Dr. Usha Godwin	Principal
Dr.A.Valarmathy	Head, Department of Tamil & Research Centre
Dr.S. Felicia Gladys Sathiadevi	Head, Department of English & Research Centre
Dr. Lt. VPD.Josephin	Head, Department of Economics & Research Centre
Ms.Grana Vasantha Bai	Head, Department of History & Research Centre
Dr.S.Kanchana	Head, Department of Commerce & Research Centre
Dr. J. Golden Ebenezer Jebamani	Head, Department of Mathematics & Controller of Examinations
Mrs.D.Jegathi Jasmine	Head, Department of Physics
DR.V.Rama	Head, Department of Chemistry & Research Centre
Dr.S.Juliet Santha Jothi	Head, Department of Botany
Dr.L.Jeyaprabha	Head, Department of Zoology & Research Centre
Mrs.Mary Sugirtha Pandian	Head, Department of Tamil(Unaided)
Mrs.S.Julie Kohila	Head, Department of English (Unaided)
Dr. T.Christy Dayamani	Head, Department of Commerce (Unaided)
Mrs.A.Ruby Priscilla	Head, Department of Mathematics (Unaided)
Dr.M.P.Rameela	Head, Department of Physics (Unaided)
Mrs.G.Jenifa	Head, Department of Food Science and Nutrition
Dr.I.Merlin	Head, Department of Nano Science
Dr.S.Sheefa Ruby Grace	Head, Department of Computer Science
Mrs.P.Jasmine Lois Ebenezer	Head, Department of Computer Applications
Dr.I.Viji Margaret	Head, Department of Zoology (Unaided)
Dr.T.Jenila Santhi	Head, Department of History (Unaided)
Dr. J. Juliet Latha Jeyakumari	IQAC Coordinator

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

27.09.2021

- The meeting started with a prayer offered by Dr. Lighty George, Asst. Prof., Department of Zoology and Research Centre.
- The following points were discussed:
  1. The I CIA for I UG and I PG students and II CIA for II UG, III UG and II PG students will be held in the III week of October 2021.
  2. The name list of the students opting for French and Tamil should be submitted to the Deans' Office. The fees for Hindi is Rs.1500/- per semester and Rs.2000/- per semester for French.
  3. The tuition fees should be paid by the II and III year students immediately. As the last date is already expired they have to pay a fine of Rs.100/-.
  4. The staff in charge for all the committees should be intimated to IQAC office. A format will be sent by the IQAC office.
  5. The name list of the students for Part V should be sent to the Deans' office immediately.
  6. The time table for Part V

I Year	Tuesday and Thursday
II Year	Monday and Friday

7. The articles for Sarah Journal after review should be submitted by the Department of Physics and Chemistry and all the articles should be published in the journal.
  8. The I CIA marks should be uploaded in the college portal on or before 1<sup>st</sup> October 2021. Care should be taken by the staff members while entering the marks and before clicking the save final button. No permission will be given for editing thereafter.
- The meeting came to an end with the prayer offered by Dr. Rameela, Head, Department of Physics(Unaided).

  
IQAC Coordinator

  
Principal

## **IQAC MEETING BUSINESS MEETING - VI**

Date: 22.12.2021

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on External exam schedule, Curriculum & Syllabi finalization
- Discussion on Constitution of new Board Members.
- Vote of Thanks

## MEMBERS PRESENT

**DATE: 22.12.2021**

**PLACE: COUNCIL CHAMBER**

Dr. Usha Godwin	Principal
Dr.A.Valarmathy	Head, Department of Tamil & Research Centre
Dr.S. Felicia Gladys Sathiadevi	Head, Department of English & Research Centre
Dr. Lt. VPD.Josephin	Head, Department of Economics & Research Centre
Ms.Grana Vasantha Bai	Head, Department of History & Research Centre
Dr.S.Kanchana	Head, Department of Commerce & Research Centre
Dr. J. Golden Ebenezer Jebamani	Head, Department of Mathematics & Controller of Examinations
Mrs.D.Jegathi Jasmine	Head, Department of Physics
DR.V.Rama	Head, Department of Chemistry & Research Centre
Dr.S.Juliet Santha Jothi	Head, Department of Botany
Dr.L.Jeyaprabha	Head, Department of Zoology & Research Centre
Mrs.Mary Sugirtha Pandian	Head, Department of Tamil(Unaided)
Mrs.S.Julie Kohila	Head, Department of English (Unaided)
Dr. T.Christy Dayamani	Head, Department of Commerce (Unaided)
Mrs.A.Ruby Priscilla	Head, Department of Mathematics (Unaided)
Dr.M.P.Rameela	Head, Department of Physics (Unaided)
Mrs.G.Jenifa	Head, Department of Food Science and Nutrition
Dr.I.Merlin	Head, Department of Nano Science
Dr.S.Sheefa Ruby Grace	Head, Department of Computer Science
Mrs.P.Jasmine Lois Ebenezer	Head, Department of Computer Applications
Dr.I.Viji Margaret	Head, Department of Zoology (Unaided)
Dr.T.Jenila Santhi	Head, Department of History (Unaided)
Dr. J. Juliet Latha Jeyakumari	IQAC Coordinator

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

**22.12.2021**

- The meeting started with a prayer offered by Dr. Jai Ruby, Asst. Prof., Department of Computer Applications.
- The following points were discussed:
  1. The III internal for the first year UG starts from 5<sup>th</sup> January 2022 and for First year PG will start accordingly and it will end on 12<sup>th</sup> January 2022.
    - 5<sup>th</sup> January 2022 - Environmental Studies
    - 6<sup>th</sup> January 2022 - Tamil
    - 7<sup>th</sup> January 2022 - English
  2. The External exam for all the classes starts from 20<sup>th</sup> January 2022.
  3. The Curriculum and Syllabus should be finalized for placing before the Board of Studies. The Board of Studies meeting should be conducted on 3<sup>rd</sup> March 2022. Academic Council will be conducted on 18<sup>th</sup> March 2022 and the Governing Body will be conducted on 8<sup>th</sup> April 2022.
  4. New Members should be constituted for the next board. The names should be sent to the Deans' Office on 4<sup>th</sup> February 2022. Names of Five Subject Experts, one Industrialist, one alumni and one student representative from UG and PG should be given.
- The meeting came to an end by the closing prayer offered by Dr. S. Golden Ebenezer Jebamani, Controller of Examinations.

  
IQAC Coordinator

  
Principal

## **IQAC MEETING BUSINESS MEETING - VII**




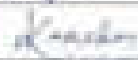




















Date: 06.01.2022

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on Foundation Course, NME, Mark Portal entry, Guideship and others.
- 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**

06.01.2022

- The meeting started with a prayer offered by Dr. S. Agnes Princy, Physical Directress.
- The following points were discussed:
  1. The consolidation of marks for the 1 year UG and PG can be made by taking the average of first two internals.
  2. Students who have written only one test can be called to the college and test can be conducted. Also if any student whose performance is so poor can also be asked to write along with them. The HoDs should send the names of such students within today to the Controller.
  3. The External exams will be conducted offline on 21<sup>st</sup> January 2022 as planned earlier.
  4. The names of the new Board of Studies members should be submitted as mentioned earlier. The list of eligible University nominees will be sent to the departments from the Dean's office. Out of the list six names should be selected and sent along with the names of other three Subject experts, one Industrialist and one Alumni. The University will select one from the list of six as the University nominee. Out of the three subject experts one should be from other university.
  5. For Foundation course, internal test is for 10 marks and assignment is for 10 marks.
  6. For NME, internal test is for 15 marks and Assignment is for 5 marks.
  7. In the portal for entering the marks of the 1 year students, absent (ab) should be marked in the column which is allotted for III internal.
  8. The mark portal will be closed on 15<sup>th</sup> January 2022 at 5 pm.
  9. The PhD holders of all the departments should take efforts to obtain Guideship as early as possible.
  10. All the information sought by the IQAC should be sent on time.
- The meeting came to an end by the closing prayer offered by Dr. D. Sheefa Ruby Grace, Head, Department of Computer Science.

  
IQAC Coordinator

  
Principal

## **IQAC MEETING BUSINESS MEETING - VIII**

Date: 20.01.2022

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on
  1. File Submission
  2. Partial finance assistance for conferences.
  3. Governing Board
  4. Research scholar norms
  5. Time table NME
- Vote of Thanks

**Members Present**

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

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

20.01.2022

- The meeting started with a prayer offered by Dr. J. Golden Ebenezer Jehamani, Controller of Examinations.
- The following points were discussed:
  1. It is decided to close the college today (ie) 20<sup>th</sup> January 2022.
  2. The staff members are instructed to come to the college to finish the pending work of the department or if called by the Head of the Department.
  3. All the file work required by IQAC should be completed within the stipulated time.
  4. The retiring staff can use these days to take the library stock if desired.
  5. Partial financial assistance can be sought which is offered by TANSICHE to conduct Conferences, Workshops and Seminars. Only these seminars will be recognized by the NAAC. January 25<sup>th</sup> is the last day for applying this funding. If one day programme is planned, one Chief Guest and three Speakers should be arranged. One page proposal, Topics to be shared by the speaker (ie) one chief guest, three others and programme sheet should be submitted.
  6. For the forthcoming Governing Board meeting the following information should be submitted, to be discussed and placed in the Board.
    - a. Result Analysis - Dr. J. Golden Ebenezer Jehamani, Controller of Examinations.
    - b. NAAC Report - Dr. S. Felicia Gladys Sathidevi, HoD, Department of English.
    - c. Extension of Autonomy - Dr. V. Rama, HoD, Department of Chemistry.
    - d. Financial Matters - Mrs. R. M. Dhaya, Bursar.
    - e. Sports Information - Dr. S. Agnes Princy, Physical Directress.
    - f. For getting Research Centre Approval - Report from Physics and Maths Department.
  7. Students who have failed in the internal test after writing three internal tests and after submitting Assignment and Quiz should not be given any improvement tests. If they have failed in this semester, they should write the internal test again in the next semester to get a pass mark.
  8. Staff members are instructed to exercise proper care while marking attendance.
  9. Full Time Research scholars should not be allowed to take classes in the leave place of staff in any department.
  10. Care should be exercised while entering marks in the online portal.
  11. The mentors should check the number of classes attended by the students who are irregular in attending the college.
  12. The Time table for NME classes can be allotted on two different days.
- The meeting came to an end by the closing prayer offered by Dr. I. Merlin, Department of Nano Science.

  
**IQAC Coordinator**

  
**Principal**

## **IQAC MEETING BUSINESS MEETING - IX**























Date: 23.02.2022

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on
  1. Career Advancement Scheme
  2. Course work for Ph.D
  3. Study Tour
  4. Science week celebration
  5. Self Learning exams
  6. College Magazine(2021 to 2022)
- 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**

**13.02.2022**

- The meeting started with a prayer offered by Mrs. D. Jegathi Jaimine, Head, Department of Physics.
- The following points were discussed:

1. The dates for Internal Exams for all the years are as follows:

Internal Exam	Date
I CIA	14.03.2022
II CIA	19.04.2022
III CIA	16.05.2022

2. Practical Exams will be conducted from 23<sup>rd</sup> May 2022 onwards. PG project Viva Voce can be conducted on 25<sup>th</sup> May 2022.
  3. The Academic year 2021-2022 will be a "Year of Rejuvenation".
  4. Things can be made ready for Career Advancement Scheme. Forms should be made ready and checked by the Head of the Department on or before 7<sup>th</sup> March 2022 and should be submitted to the Dean's office.
  5. Two Subject Experts with a minimum experience of 20 years who is an Associate Professor should be selected and a meeting should be conducted on or before 10<sup>th</sup> March 2022. The remuneration of Rs.1000/- each should be paid to the Subject Experts. The expenses for remuneration and hospitality should be paid by the staff members who are applying for it.
  6. Course work for PhD should be based on University Syllabus. Surprise visit to Research centers by the University Staff during any working hours. Attendance register and the presence of full time scholars will be checked.
  7. Study tour can be arranged for one day. Places visited should be related to subject.
  8. Science week should be celebrated by all the science departments. Nearby school children can be invited to the college on 28<sup>th</sup> February 2022. Science exhibition can be arranged for them. Also visits can be made to the nearby schools for giving any awareness programme. Schools located in the villages adopted by the departments can also be visited for such awareness programme.
  9. Self Learning exams can be written by all students except during I and VI semester for UG and I and IV semester for PG.
  10. Self Learning forms can be obtained by the class representatives from the Controller office from 28<sup>th</sup> February 2022 to 7<sup>th</sup> March 2022 and fees should be paid by the students for the same before 7<sup>th</sup> March 2022.
  11. Staff members having passed SET and NET having a minimum of 5 year experience can handle PG classes.
  12. It is mandatory that all Discipline committee staff members should be present during all meetings.
  13. Last year Magazine (2020-2021) submission date is fixed on 10<sup>th</sup> March 2022. Current year Magazine (2021-2022) submission date is fixed on 10<sup>th</sup> April 2022.
- The meeting came to an end by the closing prayer offered by Dr. L. Viji Margaret, Head, Department of Zoology (Unaided).

  
IQAC Coordinator

  
Principal



























## **IQAC MEETING BUSINESS MEETING - X**

Date: 11.03.2022

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on
  - Stock Register
  - Self Learning
  - Mark maintenance
- Vote of Thanks

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.	English S/F	
12.	Tamil S/F	
13.	Commerce S/F	
14.	Mathematics S/F	
15.	Zoology S/F	
16.	Physics S/F	
17.	Nano science S/F	
18.	Food Science & Nutrition S/F	
19.	Computer Science S/F	
20.	Computer Application S/F	
21.	Librarian	
22.	Physical Director	
23.	Dean of Arts	
24.	Dean of Science	
25.	Dean of Student Welfare	
26.	Controller of Examinations	
27.	IQAC Coordinator	

History S/F



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

11.03.2022

- The meeting started with a prayer offered by Dr. S. Devanarum Mabel, Dean of Arts.
- The following points were discussed:
  1. The college will be paying Rs.10,000/- for conducting Seminars and Rs.5,000/- for buying library books.
  2. Issue register from 2017 should be maintained by all the departments along with the Stock register. The books damaged should also be recorded with proper entry.
  3. The minimum CIA mark is as follows :

Year	All subjects	Foundation
IUG	10	16
IPG	13	-

- No minimum internal mark for II and III year UG and II year PG.
4. The Self learning subject should be minimum 2 for each department. Syllabus should be sent to the Controllers' office.
  5. Consolidated marks statement should be properly maintained by individual staff and department as a whole with student's signature. Consolidated mark format will be sent by the Controller's office.
- The meeting came to an end by the closing prayer offered by Dr. Christy Dayamani, Head, Department of Commerce (Unaided).

  
**IQAC Coordinator**

  
**Principal**

**SARAH TUCKER COLLEGE(AUTONOMOUS)  
TIRUNELVELI - 7**

**Circular**

**22.03.2022**

There will be a meeting for the IQAC in charge staff members of all the departments on 22.03.2022 at 2 p.m in the Physics department. All are kindly asked to attend without fail.

**Agenda:**

1. Collecting feedback on curriculum from Parents on PTA meeting.
2. Collecting feedback on curriculum from Alumni and their Parents on Convocation.
3. Preparing Feedback Analysis and Action taken report.
4. Association Report.
5. Clubs and Cells Report.
6. Other matters.

J. Jeyak  
22/3/22  
**IQAC Coordinator**

**Principal**

## MEMBERS PRESENT

SL. NO	DEPARTMENT	NAME OF THE STAFF	SIGNATURE
1.	Tamil	DR.S.MERCY SELVAM DR. C. VALARMATHI	M. Selvam C. Valarmathi
2.	English	Dr. V. Kavitha Elan	V. Kavitha Elan
3.	English [S/F]	Dr J. Jebarosa	J. Jebarosa
4.	History	Dr J. Jeykumari	J. Jeykumari
5.	History[S/F]	Dr P. Parvathi	P. Parvathi
6.	Economics	Ms. P. Varatha	P. Varatha
7.	Commerce	Ms. Nicella S	N. Nicella S
8.	Commerce [S/F]		
9.	Maths	T. Jona S	T. Jona S
10.	Maths [S/F]	A. RUBY PRISCILLA	A. Ruby Priscilla
11.	Physics	A. Jaiy Navijothy	A. Jaiy Navijothy
12.	Physics[S/F]	K. SOEYA DAYANA	K. Soeya Dayana
13.	Chemistry	J. Swarna, T. Sheela S. Sida	J. Swarna, T. Sheela S. Sida
14.	Botany	DHEEVA SURESH	D. Dheeva Suresh
15.	Zoology	Dr. S. Selva For Mala	S. Selva For Mala
16.	Zoology [S/F]	Dr B. Bindu Bindu	B. Bindu Bindu
17.	Nano Science	Mrs. D.V. GRACELIN	D. V. Gracelin
18.	Food Science		
19.	Computer Science	Mrs. N. Subathra	N. Subathra
20.	BCA & MCA	Dr. Jai Ravi	J. Ravi

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

**22.03.2022**

- The meeting started with a prayer offered by Dr. A. Felcy Navajothy, Asst. Prof., Department of Physics(Aided).
- The following points were discussed:
  1. Feedback form for Parents and Alumni on curriculum will be issued in IQAC office on 23.03.2022.
  2. The collected feedback form and the soft copy of the analysis data table should be sent to the IQAC office on the 1<sup>st</sup> week of April 2022.
  3. The feedback analysis for Students & Teachers(both data already mailed to respective departments),Parents and Alumni should be completed and the action taken report should be prepared and to be presented in the BoS meeting.
  4. The study tour report should be made ready with photo evidence and feedback of the same should be collected from the students.
  5. All the departments are expected to be ready with the following reports on May 30, 2022 with all necessary documents.
    - o Extension Activities
    - o All Clubs and Cells
    - o Moodle course
    - o Add on course
    - o Certificate course
    - o Students and staff activities (Jan 2022 - May 2022)
  6. Geo tag photos should be used as evidence for
    - o ICT tools
    - o Student Centric Methods
    - o All other Clubs and Cells activities
  7. The Criterion VII in charge staff should identify the students who contribute to the society and provide full details with evidence(IllamThediKalvi, Blood donors, members of Lion's club, Rotary club,etc.,).
  8. Remedial course records should be maintained with
    - o Time Table
    - o Attendance
    - o Model Question Paper
    - o Mark List
  9. Association reports should be prepared in detail as in the last year.



**IQAC Coordinator**



**Principal**

## **IQAC MEETING BUSINESS MEETING - XII**

Date: 12.04.2022

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on
  - Conduct of BoS & Academic Council
  - Syllabus on Human Ethics and Gender Studies
- Vote of Thanks

Date: 12/4/2022

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.	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**

12.04.2022

- The meeting started with a prayer offered by Dr. S. Devanesam Mabel, Dean of Arts.
- The following points were discussed :
  1. The Board of Studies will be held on 22<sup>nd</sup> April 2022.
  2. Academic Council will be held on 26<sup>th</sup> April 2022.
  3. Kindly note the following changes in framing the syllabus for the Board of Studies

**III Semester**

Part IV - IDC I (Inter Disciplinary Course) - 2 hours

Part III - DSC (Discipline Specific Core) - 4 hours

**IV Semester**

Part IV - IDC II - 2 hours (instead of SEC)

Part III - DSC - 4 hours (instead of Generic Elective)

**V Semester**

Part IV - Life Skill Course I - 2 hours - Human Ethics

**VI Semester**

Part IV - Life Skill Course II - 2 hours - Gender Studies (instead of SEC)

The **Human Ethics** syllabus must be submitted in the Department of History, Board of Studies.

**Gender Studies** syllabus must be submitted in the Department of Commerce, Board of Studies.

4. For I and II PG instead of Moral and Scripture, Missionaries life stories are included from this academic year.
5. The following members of the staff are responsible to frame the new Moral syllabus

Year	Staff In charge	Department
First	Dr. D. Herin Sheeba Gracefin	Department of Botany
	Dr. S. Gena Santhi	Department of Economics
	Dr. J. Santhi Bai	Department of Tamil
Second	Dr. V. Kavitha Elzie	Department of English
	Mrs. V. Beulah	Department of Mathematics
	Mrs. P. Jeyasudhi	Department of Physics(Unaided)
Third	Dr. T. Sheela Renu Jay	Department of Chemistry
	Dr. D. Pournani	Department of Commerce
	Dr. K. Merrillance	Department of Computer Applications

6. For Midday meals, collect the token from Dr. I. Gena Selvi, Department of Mathematics and inform the total number of students in the group before 10.30 am.

7. The following members of the staff are responsible to frame the Human Ethics syllabus

Name of the Staff	Department
Dr. C. Nirmala Devi	Department of History
Dr. A. Bernita Juliet	Department of History
Dr. S. Julie Kohila	Department of English(Unaided)
Dr. S. Mercy Selvam	Department of Tamil(Unaided)
Mrs. S. Priyadarshini	Department of English(Unaided)
Dr. N. Ani Brown Mary	Department of Computer Science

8. The meeting came to an end with a closing prayer offered by Dr. I. Viji Margaret, Department of Zoology(Unaided).

  
IQAC Coordinator

  
Principal

**SARAH TUCKER COLLEGE(AUTONOMOUS)  
TIRUNELVELI - 7**

**Circular**

**25.04.2022**

Dear all,

The IQAC and Criterion II in charge staff members of all the departments are kindly asked to assemble in the Physics Department today at 12 noon.

**Agenda:**

1. PO CO Mapping
2. Course Structure
3. Other matters

J. J. J.  
25/4/22  
IQAC Coordinator

*[Handwritten Signature]*  
Principal &c

## MEMBERS PRESENT

Date : 21-06-2022

SL. NO	DEPARTMENT	NAME OF THE STAFF	SIGNATURE
1.	Tamil	MRS. J. SUSATHA Ezhil Mrs. D. KIRUKAVELU DR. S. Manjula Selvaraj	J. Susath D. Kirukavelu Manjula Selvaraj
2.	English	Dr. V. KAVITHA FIZIE Dr. S. VENKILA	K. Kavitha S. Venkila
3.	English [S/F]	Mrs. S. JEFFINIA CAROLINA ZELINA Mrs. T. Anandani	S. Jeffin Anandani
4.	History	Dr. S. Jayakumari	S. Jayakumari
5.	History[S/F]	Dr. P. Parvathi Dr. T. Jayaraj	P. Parvathi T. Jayaraj
6.	Economics	Dr. D. Ganana Rani Sachin	D. Ganana Rani Sachin
7.	Commeroe	J. Anitha (Governa 2) Dr. Angel Social Resc (SAC)	J. Anitha Angel Social Resc
8.	Commerce [S/F]		
9.	Maths	T. Jones Dr. S. Sharmila	T. Jones S. Sharmila

10.	Maths [S/F]	A. PUSY PRISCILLA A. DEFO	<del>Priscilla</del> <del>Defo</del>
11.	Physics	Dr. S. Lincy	Dr. Lincy
12.	Physics[S/F]	K. softya Dnyana Dr. D. Esther Nancy	K. softya Dnyana Dr. Nancy
13.	Chemistry	Dr. J. Shakuna	<del>Dr. Shakuna</del>
14.	Botany	Dr. D. Harini Susha	<del>Dr. Harini</del>
15.	Zoology	D. ADDLINE Dr. S. Sha Pon Malan	<del>Dr. Addline</del> Malan
16.	Zoology [S/F]	Dr. C. Eudawani Dr. B. Bernice Bernet	<del>Dr. Eudawani</del> Bernet
17.	Nano Science	D. V. GRACELIN	<del>Dr. Gracelin</del>
18.	Food Science	Dr. Jesus Rosalind	Dr. Rosalind
19.	Computer Science	J. Stella Janci Rani	J. Rani
20.	BCA & MCA	S. Cephas S. cyailiya Pearlina	S. Pearlina

## SARAH TUCKER COLLEGE(AUTONOMOUS), TIRUNELVELI-7

### IQAC MINUTES

25.04.2022

- The meeting started with a prayer offered by Dr. D. Addline Esther Pushparani, Dean of Student's Welfare.
- The following points were discussed:
  1. CO - PO mapping should be done for all the courses and the format is sent to your department mail.
  2. Courses focus on employability, Skill development and Entrepreneurship and percentage of syllabus revision should be included in the course structure.
  3. All the files should be updated.

J. Jothi  
26/4/22  
IQAC Coordinator

  
Principal

**SARAH TUCKER COLLEGE(AUTONOMOUS)  
TIRUNELVELI - 7**

**Circular**

**28.04.2022**

Dear all,

There will be a meeting for the following staff members today at 2 pm in the Patterson

Hall.

**Agenda:**

1. Curriculum Formatting
2. Other matters

**Curriculum Committee - Members**

<b>Name of the Faculty</b>	<b>Department</b>
Dr. S. Devanesam Mabel	Dean of Arts
Dr. F. Jeyamangalam	Dean of Science
Dr. S. Kanchana	Dean of Commerce
Dr. V. Rama	Head, Department of Chemistry and Research Centre
Dr. J. Juliet Latha Jeyakumari	IQAC Coordinator
Dr. L. Jeyapraha	Head, Department of Zoology and Research Centre
Dr. G. Indra Jacqueline	Department of Economics and Research Centre
Mrs. R. Selvasri	Department of Tamil and Research Centre
Mrs. Mary Sugirtha Pandian	Department of Tamil(Unaided)
Mrs. S. Annie Cutie	Department of English and Research Centre
Dr. S. Julie Kohila	Head, Department of English(Unaided)
Dr. A. Akila Mariathangam	Department of History and Research Centre
Ms. T. Jones	Department of Mathematics
Dr. J. Shakina	Department of Chemistry and Research Centre
Dr. R. Raja Jency Esther	Department of Botany
Mrs. N. Duley Thangam	Department of Food Science
Dr. S. Magala Sathya Sheeli	Department of Nano Science
Dr. D. Sheefa	Department of Computer Science
Dr.K. Merrilance	Department of Computer Applications and Research centre

5-3-2  
28/4/22  
**IQAC Coordinator**

  
**Principal**

**IQAC MEETING  
MEMBERS PRESENT**

DATE : 28.04.2022

SL. NO	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
1.	Dr. S. Devasam Mabel	Dean of Arts	<i>[Signature]</i>
2.	Dr. L. Jayaprada	Zoology Dept	<i>[Signature]</i>
3.	Dr. F. Jeyamangalam	Dean of Science	<i>[Signature]</i>
4.	Dr. M.S. Thiruvalluvar	Dept of History	<i>[Signature]</i>
5.	J. (Gautam)	Dept of Food Sci	<i>[Signature]</i>
6.	Mrs N. Dancy Thamban	Dept of Food Science	<i>[Signature]</i>
7.	Dr. S. Megala Sathyaseeli	NANOSCIENCE	<i>[Signature]</i>
8.	T. James	Mathematics	<i>[Signature]</i>
9.	S. Priscilla	Commerce (C)	<i>[Signature]</i>
10.	Mrs S. Anne Grace	English (A)	<i>[Signature]</i>
11.	Dr. S. Sulze Hanila	English (SP)	<i>[Signature]</i>
12.	Dr. K. Raja Jency Esther	Botany	<i>[Signature]</i>
13.	Dr. A. Akila Narayanan	HISTORY	<i>[Signature]</i>
14.	R. Selvasri	TAMIL	<i>[Signature]</i>
15.	J. Mary Augustine Benedict	Tamil Sp	<i>[Signature]</i>
16.	VAD Josephine	Economics	<i>[Signature]</i>
17.	J. Shikha	Chemistry	<i>[Signature]</i>
18.	K. Menliance	MCA	<i>[Signature]</i>
19.	S. Nancy Theodoras	Commerce 5A	<i>[Signature]</i>
20.			

## SARAH TUCKER COLLEGE(AUTONOMOUS), TIRUNELVELI-7

### IQAC MINUTES

28.04.2022

- The meeting started with a prayer offered by Dr. F. Jeymangalam, Dean of Science
- The following common points should be maintained in the syllabus
  - Each unit must have the side heading.
  - Instead of subject we have to write as 'Course'.
  - For writing the name of the staff 'Dr' should be mentioned without writing their qualifications.
  - Course designed by the staff must be written at the end of each course.
  - In writing the Cognitive level, we must put Ap - Application, An - Analysis, instead of Knowledge - Remembrance 'R'.
  - We have to write :
    - Textbook or Textbooks instead of Text Book
    - Reference books
    - Outcomes instead of 'outcome'
- The following methodology should be maintained in the following order  
Author name, book name, edition, year must be mentioned in the bracket, Publishers and no need to mention the 1<sup>st</sup> edition and Pvt.
- We must have minimum 3 objectives for all the papers.
- Front page should be common to all the departments.
- Model will be sent to all the departments.

3-3-22  
27/4/22  
IQAC Coordinator

  
Principal

## **IQAC MEETING BUSINESS MEETING - XV**

Date: 04.05.2022

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on
  - Alumnae Enrollment
  - Syllabus structure
  - Examination dates
- Vote of Thanks

S.No	Departments	Signature
1.	Tamil	
2.	English	
3.	History	
4.	Economics	
5.	Commerce	For handling 
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.	History S/F	
22.	Dean of Arts	
23.	Dean of Science	
24.	Dean of Student Welfare	

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

04.05.2022

- The meeting began with the opening prayer offered by Dr. F. Jayamungalam, Dean of Science.
- The following points were discussed:
  1. The dates for various examinations were discussed and are as follows:

S.No.	Examination	Date
1	Practical	16 <sup>th</sup> May 2022
2	III CIA	16 <sup>th</sup> May 2022
3	Scripture/Moral	21 <sup>st</sup> May 2022
4	Self - Learning	28 <sup>th</sup> May 2022
5	Project Viva-Voce	27 <sup>th</sup> May 2022

2. The Head of the department and the senior in charge staff are responsible for the practical examinations.
3. The photos will be taken for the final year UG and PG Arts students on 25<sup>th</sup> May 2022 and for Science students on 26<sup>th</sup> May 2022.
4. Alumni enrollment will be held on 30<sup>th</sup> May 2022.
5. Study materials for the subjects should be issued earlier to the students.
6. Students should allow to write the semester examination if they have 65 days of attendance or 60 days of attendance with penalty.
7. The following common points should be maintained in the syllabus
  - Each unit must have the side heading.
  - Instead of subject we have to write as 'Course'.
  - For writing the name of the staff 'Dr' should be mentioned without writing their qualifications.
  - To write the units follow this model  
UNIT I PROSE (title in caps and bold)
  - Course designed by the staff must be written at the end of each course, we can put Associate Professor, if they have completed 13 years of service.
  - All the departments should include the local, global and national relevance in their Curriculum.
  - In writing the Cognitive level, we must put Ap - Application, An - Analysis, instead of Knowledge - Remembrance 'R'.
  - Compulsory Credits for this new syllabus are Moral/Scripture - 1, Add on course - 1, Library - 1, Self-learning - 1 and Certificate course - 1 (Total 5 Credits).
  - We have to write:
    - Textbook or Textbooks instead of Text Book
    - Reference books
    - Outcomes instead of 'outcome'

The following methodology should be maintained in the following order

Author name, year must be mentioned in the bracket, book name, edition, Publishers and no need to mention the 1<sup>st</sup> edition and Pvt.

- We must have minimum 3 objectives for all the papers.
  - % of revision should be mentioned.
  - A brief history of the department must be included (i.e. Year of establishment)
  - We must have a separate tabular column to mention the Courses as DSC, SEC, IDC, etc.
  - Each department must have 3 Add on courses.
  - No maximum credits for the students.
  - In the front page we must write 'students' instead of candidates and 'Curriculum' instead of syllabus.
8. Question bank must be submitted on or before 10<sup>th</sup> June 2022.
- The meeting came to an end with a closing prayer offered by Dr. V. Rama, Head, Department of Chemistry and Research Centre.

  
IQAC Coordinator

  
Principal

## **IQAC MEETING BUSINESS MEETING - XVI**

















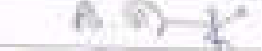










Date: 13.05.2022

Venue: Council Chamber

### **AGENDA**

- Prayer
- Welcome Address
- Minutes of the Previous Meeting
- Discussion on
  - Common Syllabus
  - Moral class
  - IDC
  - File updation
  - Add on, Self learning
  - Events date fixation
- 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/P	
12.	English S/P	
13.	Commerce S/P	
14.	Mathematics S/P	
15.	Physics S/P	
16.	Computer Science S/P	
17.	Food Science & Nutrition S/P	
18.	Nano science S/P	
19.	Computer Application S/P	
20.	Zoology S/P	
21.	PG History S/P	
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**

13.05.2022

- The meeting began with the opening prayer offered by Dr. A. Valarmathy, Vice Principal of the college.
- Welcome address offered by Dr. Usha Godwin, Principal of the College.
- Rev. D. Soundrapandian, Secretary of the college addressed the gathering.
- The following points were discussed:
  1. Prayers are to be made for the upcoming admission and for getting the approval for Deaf and Dumb course.
  2. Secretary encouraged the Department of Mathematics (Self Finance) to face the commission for getting the sanction for PG Mathematics with all preparations and come out successfully.
  3. Moral class will be conducted on 23<sup>rd</sup> May 2022 during the afternoon session for 1 PG in common to give a gist about the content and to make it easy for the students to learn and get them prepared for the moral test.
  4. IDC (Inter Disciplinary Course) to be renamed as Generic Elective. Final syllabus to be submitted on 20<sup>th</sup> May 2022 with all corrections.
  5. Common syllabus to be sent by the concerned department to deans office on or before 16<sup>th</sup> May 2022.

S.No.	Subject	Department
1	General Tamil	Tamil
2	General English	English
3	Gender Studies	Commerce
4	Environmental Studies	Botany
5	Effective Communication	English
6	Human Ethics	History

6. Files to be updated by the department. Number of files required should be informed in advance. Library issue register to be maintained by the departments. Library Stock register should be properly maintained and get signed by 10<sup>th</sup> June 2022.
7. Add on course and Self Learning papers syllabus should contain objectives and reference books.
8. The dates for various events were discussed and are as follows:

S.No.	Events	Date
1	NMI	24 <sup>th</sup> May 2022 (Afternoon)
2	Farewell	27 <sup>th</sup> May 2022
3	Exam fees without penalty	15 <sup>th</sup> May 2022 to 31 <sup>st</sup> May 2022
4	Exam fees with penalty	Upto 7 <sup>th</sup> June 2022
5	Alumni Enrolment	30 <sup>th</sup> May 2022 (10 am)
6	Valadictory	30 <sup>th</sup> May 2022 (2 pm)

9. The meeting came to an end with a closing prayer offered by Dr. D. Adiline Esther Potha Rani, Department of Zoology and Research Centre.

  
IQAC Coordinator

  
Principal