

IQAC

MINUTES OF MEETING & ATR

IQAC MEETING

2022-2023

IAAC Meeting:

Meeting Number: 01

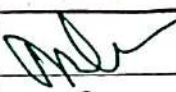
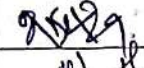
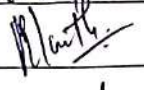
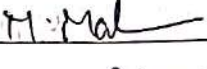
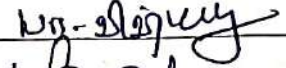
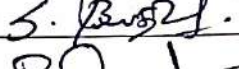
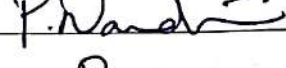
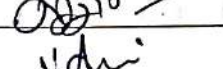
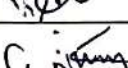
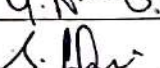
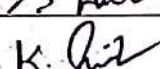
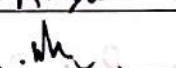
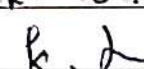
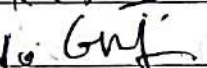
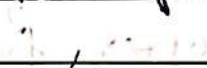
Date: 16/08/2022

Venue: IAAC Room

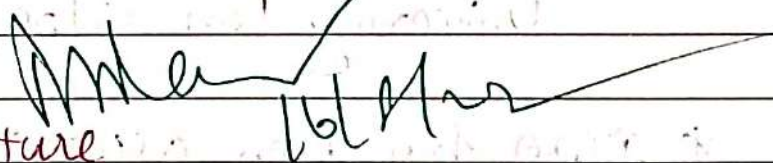
Time: 1:10 pm

Points Discussed:-

- * All the staff members must focus on the ph Admission.
- * For Academic year 2022-2023, I-Msc[cs] Internship Program is for 15 Days.
- * Staff should focus the Result and Gold Medalist.
- * The staffs are informed to take weekly one hour for ICT class [Each class].
- * All the staff members must submit the Lesson plan Note in Time.
- * Strengthen the placement for all the students.
- * Value Added Program starts from September 7th onwards for all the students.

Sno	Name of the person	Signature
1	Dr. H. R. Lakshminarayanan	
2	Dr. Arasuparameswaran	
3	Dr. N. Elamathi	
4	Mrs. M. Malathi	
5	Dr. B. Vishnupriya	
6	Ms. S. Bowthika	
7	Mrs. P. Nandhini	
8	Mrs. K. Akila	
9	Dr. S. Anidha	
10	Mrs. V. Abirami	
11	Mrs. G. Nithya	
12	Dr. S. Devi	
13	Mrs. K. Punitha	
14	Mrs. R. Rupa	
15	Dr. K. Visayakumari	
16	Mrs. V. Gayathri	

Principal Signature



Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

sep

IQAC Meeting

Meeting Number: 02

Date: 27/09/2022

Venue: IQAC Room

Time: 3:00 pm

Points Discussed:-

* IQAA data was uploaded in the NAAC portal.

* Clarification for IQAA is displayed on the NAAC portal.

IQAA Clarification 1: Affiliation Letter for Bcom, Bcom (CA), MA (Eng), MA (Maths)

IQAA Clarification 2: Consolidation Affiliation Letter for all the courses of Periyar University on 15/09/2023.

* IQAA has been accepted for the submission on 14/09/2023 for SSR.

* Now SSR has to submit within 45 Days from the date of Acceptance of IQAA.

* IQAC members are instructed to prepare and file the criteria wise data.

* IAC coordinator instructs Dr. K. Vijayakumari for the updation of website.

Sno	Name of the person	Signature
1.	Dr. M. R. Lakshminarayanan	
2.	Dr. N. Elamathi	
3.	Mrs. M. Malathi	
4.	Dr. B. Vishnupriya	
5.	Ms. S. Bowthika	
6.	Mrs. P. Nandhini	
7.	Mrs. K. Akila	
8.	Dr. S. Anidha	
9.	Mrs. V. Abirami	
10.	Mrs. G. Nithya	
11.	Dr. J. Devi	
12.	Mrs. K. Punitha	
13.	Mrs. P. Rupa	
14.	Dr. K. Vijayakumari	
15.	Mrs. V. Gayathri	

Principal Signature:

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

IQAC Meeting

Meeting No: 03

Date: 14/10/2022

Venue: IQAC Room

Time: 1:00 pm

Points Discussed:-

- * The committee members of IQAC are conveyed gratitude to the Faculty Members of Computer Science Dr N. Visayaram and Mrs. S. priya for Successfully preparing Trinity Newsletter for the past five years.
- * The members of IQAC have conveyed thanks to the Government of India and IIT-Delhi for giving UBA cell (Umat Bharat Abhiyan) to our College during the Academic year 2021-2022.
- * The selected 5 villages of UBA are Vagurampatti, Aniyapuram, Parali, Tholur and Pettapalayam in Namakkal District. They sanctioned a sum of Rs. 50000/- for Data collection. They Allot Rs. 10000/- per village.
- * Students must be Encouraged to take more Online Certificate Courses, Preference to be given for SWAYAM Courses.

* Student Satisfaction Survey and SSR Data Submitted Successfully in the NAAC portal.

Sno	Name of the person	Signature
1.	Dr. N. Elamathi	M. M.
2.	Mrs. M. Malathi	M. Mal
3.	Dr. B. Vishnupriya	U. S. Shree
4.	Ms. S. Bowthilca	S. Bowthilca
5.	Mrs. P. Nandhini	P. Nandhini
6.	Mrs. K. Akila	K. Akila
7.	Dr. S. Anidha	S. Anidha
8.	Mrs. V. Abirami	V. Abirami
9.	Mrs. G. Nithya	G. Nithya
10.	Dr. S. Devi	S. Devi
11.	Mrs. K. Paritha	K. Paritha
12.	Mrs. R. Rupa	R. Rupa
13.	Mrs. P. Navamani	P. Navamani
14.	Mrs. S. Utharani	S. Utharani
15.	Mrs. S. Priya	S. Priya
16.	Dr. N. Vijayarani	N. Vijayarani
17.	Dr. K. Vijayakumari	K. Vijayakumari
18.	Mrs. V. Gayathri	V. Gayathri

Principal Signature

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

IQAC Meeting.

Meeting Number: 04

Date: 15/11/2022

Venue: IQAC Room

Time: 3:00 pm

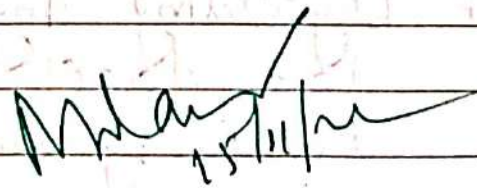
Points Discussed:

- * Periyar University Theory Examination starts from December 7th onwards. The students are instructed to prepare well for the Exam.
- * Pre University Exam (Model Exam) will be conducted from Nov 24 to Dec 2.
- * Those who studied in CBSE/other University should submit the Eligibility certificate to the Periyar University within two days.
- * For first PU Admission all the data should be submitted to the University.
- * Second year and Third year Encharges should register in the Naan Mudhalvan website.
- * For Each Department one staff is allocated

for the Exchange of Naam Mudhalvan.

Sno	Name of the person	Signature
1	Dr. N. Elamathi	Dr. N. Elamathi
2	Mrs. M. Malathi	M. Mal
3	Dr. B. Vishnupriya	Dr. B. Vishnupriya
4	Ms. S. Bowthika	S. Bowthika
5	Mrs. P. Nandhini	P. Nandhini
6	Mrs. K. Akila	K. Akila
7	Dr. S. Anidha	Dr. S. Anidha
8	Mrs. V. Abirami	V. Abirami
9	Mrs. G. Nithya	G. Nithya
10	Dr. S. Devi	S. Devi
11	Mrs. K. Punitha	K. Punitha
12	Mrs. R. Rupa	R. Rupa
13	Dr. K. Vijaya Kumari	K. Vijaya Kumari
14	Mrs. V. Gayathri	V. Gayathri

Principal Signature:



Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

IQAC Meeting

Meeting No: 05

Date: 19/12/2022

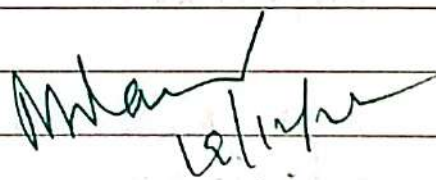
Venue: IQAC Room

Time: 1:00 pm

Points Discussed:

- * The IQAC coordinator Allocates Various Staff members for checking the files.
- * The Final Report of Internal Audit should be submitted to IQAC on or before 28/12/2022.
- * The Last Date for Criteria 1 Submission is 28/12/2022.
- * And the Last Date for Criteria 2 Submission is 30/12/2022.
- * Regarding any correction in File, the last date for submission of the Rectifying Data is 05/01/2023.
- * The Syllabus should be completed within the given period of Time.
- * All the Staffs and Students must attend the VAP hour in time.

Sno	Name of the person	Signature
1	Dr. N. Elamathi	M. Elamathi
2	Mrs. M. Malathi	M. Mal
3	Dr. B. Vishnupriya	Dr. B. Vishnupriya
4	Ms. S. Bowthika	S. Bowthika
5	Mrs P. Nandhini	P. Nandhini
6	Mrs. K. Akila	K. Akila
7	Dr. S. Anidha	Dr. S. Anidha
8	Mrs. V. Abirami	V. Abirami
9	Mrs G. Nithya	G. Nithya
10	Dr. S. Devi	S. Devi
11	Mrs K. Punitha	K. Punitha
12	Mrs R. Rupa	R. Rupa

Principal Signature: 

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637-002.

Jan

TRAC Meeting

Meeting No: 06

Date: 02/01/2023

Venue: Room No: 22

Time: 3:00 pm

Points Discussed:

† The Last Date for Criteria 3 Submission is 04/01/2023

† The Last Date for Criteria 4 Submission is 04/01/2023

† The Last Date for Criteria 5 Submission is 05/01/2023.

† The Last Date for Criteria 6 Submission is 06/01/2023

† Regarding any correction in file, the last date for submission of the Rectifying Date is 07/01/2023.

† All the Department should maintain and complete 31 Department file within 20/01/2023.

Sno	Name of the person	Signature
1.	Dr. N. Elamathi	P. Elamathi
2.	Mrs. M. Malathi	M. Mal
3.	Dr. B. Vishnupriya	B. Vishnupriya
4.	Ms. S. Bowthika	S. Bowthika
5.	Mrs. P. Nandhini	P. Nandhini
6.	Mrs. K. Akila	K. Akila
7.	Dr. S. Anidha	S. Anidha
8.	Mrs. V. Abirami	V. Abirami
9.	Mrs. G. Nithya	G. Nithya
10.	Dr. S. Devi	S. Devi
11.	Mrs. K. Punitha	K. Punitha
12.	Mrs. R. Rupa	R. Rupa

Principal Signature: *[Signature]* 2.1.23

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

Date: 02/02/2023

Points Discussed:-

Sl. No.	Name of the Committee	Department
1	Reception	Tamil
2	Refreshment & Lunch	NCD
3	Seating & Stage	Chemistry
4	Board writing & Rangoli	Physics
5	Compering	English
6	Banner & Meeting Arrangement	Commerce
7	PPT & IET	CS
8	Campus cleaning & Maintenance	Maths
9	Gym Instruments	PD
10	Discipline	Discipline Committee
11	Cultural	Mrs. S. Subbarani Mrs. A. P. Pavithra Mrs. S. Poornima
12	Fashion Show	COF
13	Exhibition	Library

* IQAC Pre Team Discussion held between

IQAC coordinator, Executive Director, principal and all the staff members

* IQAC Coordinator instructed all the Heads of Department to Submit IV File, Result Analysis; Admission File to IQAC on or before 20/03/2023.

Sno	Name of the person	Signature
1	Dr. N. Elamathi	N. Elamathi
2	Mrs. M. Malathi	M. Malathi
3	Dr. B. Vishnupriya	Dr. B. Vishnupriya
4	Ms. S. Bowthika	S. Bowthika
5	Mrs. P. Nandhini	P. Nandhini
6	Mrs. K. Akila	K. Akila
7	Dr. S. Anidha	Dr. S. Anidha
8	Mrs. V. Abirami	V. Abirami
9	Mrs. G. Nithya	G. Nithya
10	Dr. S. Devi	S. Devi
11	Mrs. K. Punitha	K. Punitha
12	Mrs. R. Lupa	R. Lupa

Principal Signature:

(Handwritten Signature)

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

IQAC Meeting

Meeting No: 08

Date: 01/03/2023

Venue: Room No: 22

Time: 1:00 PM

Points Discussed:-

- * IQAC Coordinator thank all the Heads and staff members for A+ Grade in NAAC Cycle I.
- * Marks obtained in Each and Every Criteria is discussed in the Meeting.
- * IQAC coordinator shuffled all the members for all 7 Criteria's.
- * All the criterion head have to maintain Admission file for the Year 2022-2023.
- * Every Department should submit the Result Analysis to the IQAC.
- * All the Department have to maintain the copy of Revaluation Students list and Revaluation Mark Details.
- * Each and Every Department should maintain separate file for Students Achievements and Staff Achievements.
- * Remedial Class for failures is to be maintain

by all the Department.

+ for Remedial, separate notebook and mark has to maintain by getting the sign from the principal.

Sno	Name of the person	Signature
1	Dr. M. R. Lakshminarayanan	M. R.
2	Dr. N. Elavathi	N. Elavathi
3	Dr. T. K. Anuradha	T. K. Anuradha
4	Dr. R. Sarithri	R. Sarithri
5	Dr. B. Vishnupriya	B. Vishnupriya
6	Mrs. P. Uma Bhavathi	P. Uma Bhavathi
7	Ms. S. Bowthika	S. Bowthika
8	Mrs. B. Lena	B. Lena
9	Mrs. M. Nandhini	M. Nandhini
10	Dr. B. Lashmi	B. Lashmi
11	Mrs. K. Akila	K. Akila
12	Mrs. N. Thangamani	N. Thangamani
13	Dr. N. Santhi	N. Santhi
14	Dr. S. Anidha	S. Anidha
15	Mrs. R. Narasani	R. Narasani
16	Mrs. M. Malathi	M. Malathi
17	Mrs. A. Vijayarathi	A. Vijayarathi
18	Mrs. V. Abirami	V. Abirami
19	Dr. M. Sasikala	M. Sasikala
20	Mrs. K. Nithya	K. Nithya
21	Dr. S. Devi	S. Devi
22	Mrs. R. Rupa	R. Rupa
23	Mrs. K. Punitha	K. Punitha

Principal Signature: M. R.

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

IQAC Meeting

Meeting NO: 09

Date: 09/03/2023

Venue: Room NO: 22

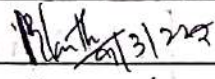
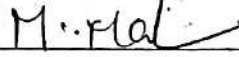
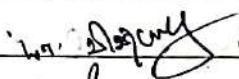
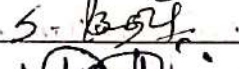
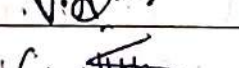
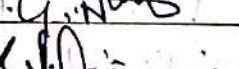
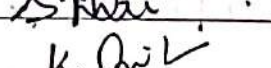
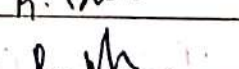
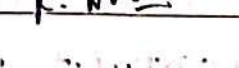
Time: 1:00 pm

Points Discussed:-

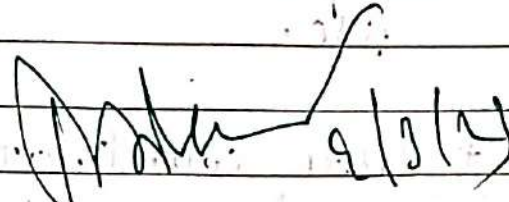
- * On 16/03/2022, 5 members from Valluvar College, going to visit our Trinity College for seeing the NAAC files.
- * Research Department Tamil and Commerce get Ready and maintain all the files.
- * Staffs (ie) Class Incharge should maintain the Remedial Note properly.
- * June 2023 AQAR portal will be opened.
- * All the department should maintain the Result Analysis file, IV file and all the 7 templates.
- * The 7 templates are Individual student percentage, Subject wide percentage, Semwise percentage, University Areal details, Revaluation Details, Areal passed out details and Result Analysis.
- * All the 7 templates should submit to the IQAC on or before March 25/3/2023

* All the Department should conduct National
(or) International Level conference.

* placement files of students who are
placed and their details should be
properly maintained.

Sl No	Name of the person	Signature
1	Dr. N. Elamathi	
2	Mrs. M. Malathi	
3	Dr. B. Vishnupriya	
4	Mrs. S. Bowthika	
5	Mrs. P. Nandhini	
6	Mrs. K. Akila	
7	Dr. S. Anidha	
8	Mrs. V. Abirami	
9	Mrs. G. Nithya	
10	Dr. S. Devi	
11	Mrs. K. Punita	
12	Mrs. R. Rupa	

Principal Sign:


Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637.002.

IQAC Meeting Criteria 1

Meeting No: 10

Date: 31/03/2023

Venue: Room No: 22

Time: 1:00 pm

Points Discussed:

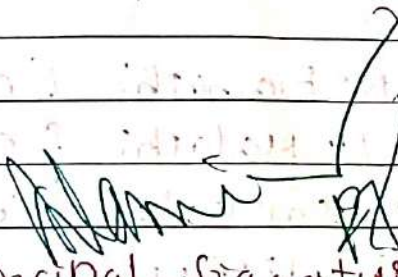
- * IQAC coordinator instructs the Criteria 1 Head and Members to collect the Academic calendar from 2017 to 2022.
- * The following documents are needed for criteria 1.
They are Academic calendar, Timetable, Department Minutes, E-content, Remedial class note, course file and Department Activities.
- * Mrs S. Usharani from CS Department have to ready the SWAYAM file and NPTEL certificates.
- * The IQAC coordinator instructs the English Department to ready the Bridge course file.
- * IQAC coordinator instructs the VAP coordinator to ready the Summary Report, VAP certificate and VAP Attendance Report.
- * Minimum 30 hours should be assigned for VAP.

* IQAC coordinators instruct the criteria / members to ready for the cross cutting Issues and Extension Activities from concerned cell.

* All the data must be font size 11 and font style Calibri.

Sno	Name of the person	Signature
1	Dr. N. Elamathi [CS]	N. Elamathi
2	Mrs M. Malathi [CS]	M. Mal
3	Dr. M. Sasikala [Comm]	M. Sasikala
4	Mrs G. Nirhya [Comm]	G. Nirhya
5	Dr. R. A. Anitha [Tamil]	R. Anitha
6	Dr. T. Geetha [Tamil]	T. Geetha
7	Mrs R. Priyadharshini [Eng]	R. Priyadharshini
8	Mrs M. Nandhini [Maths]	M. Nandhini
9	Mrs V. Kalairani [Phy]	V. Kalairani
10	Dr. Lalitha Easwaran [Chem]	L. Easwaran
11	Mrs D. Prabha [CS]	D. Prabha
12	Dr. P. Suba [Comm]	P. Suba
13	Ms. P. Sripenugadevi [Ncyo]	P. Sripenugadevi
14	Dr. B. Vishnu priya [Tam]	B. Vishnu priya
15	Ms. S. Bowthika [Eng]	S. Bowthika
16	Mrs M. Nandhini	
17	Mrs. K. Akila [Phy]	K. Akila
18	Dr. S. Anitha [Chem]	S. Anitha
19	Mrs V. Abirami [CS]	V. Abirami
20	Mrs G. Nirhya	

Sno	Name of the person	Signature
21	Dr. S. Devi [Comm]	S. Devi
22	Mrs. K. Punitha [CoF]	K. Punitha
23	Mrs. R. Rupa [NGO]	R. Rupa

Principal's signature:  31/8/23

Principal,

Trinity College for Women (Arts & Science),
Namakkal - 637 002.

IQAC Meeting Criteria 2

Meeting No: 11

Date: 10/4/2023

Venue: Room no 22

Time: 1:00 pm

points Discussed.

* IQAC coordinator instructs the Criteria 2 Heads and members to ready the Appointment letters with principal sign.

* The following documents were needed for the Criteria 2. They are

1. Sanction of Intake evidence
2. College prospectus in pdf
3. Reservation policy from H.E. Edu Dept
4. Sanction letter for extra seats
5. Divyangjan list
6. University Eligible certificate
7. UDPO letter from state government

* The Criteria 2 Heads and members should ready the student centric methodology, Timetable, Mid Term Model, Marks, student placement details.

* IQAC coordinator instructs all the staff member should give the current I year, II year, III year and PU students Emailid for Student Satisfaction Survey.

Slno	Name of the person	Signature
1	Dr. N. Elamathi [CS]	M. L. K.
2	M. Malathi [CS]	M. M. M.
3	Ms. R. Narasani [CS]	R. Narasani
4	Ms. A. Vijayasarathi [CS]	A. Vijayasarathi
5	Dr. C. Gobiya [Tam]	C. Gobiya
6	Ms. S. Bowthika [Eng]	S. Bowthika
7	Ms. P. Karthikeyani [mat]	P. Karthikeyani
8	Dr. R. Sakunthala Devi [phy]	R. Sakunthala Devi
9	Dr. S. Kalarivani [chem]	S. Kalarivani
10	Ms. K. Melkala [CS]	K. Melkala
11	Ms. A. Karitha [CS]	A. Karitha
12	Ms. M. Ramya [comm]	M. Ramya
13	Ms. K. P. Theepilcai [CDB]	K. P. Theepilcai
14	Dr. B. Vishnupriya [Tam]	B. Vishnupriya
15	Ms. M. Nandhini [mat]	M. Nandhini
16	Ms. K. Akila [phy]	K. Akila
17	Dr. S. Anidha [chem]	S. Anidha
18	Mrs. V. Abirami [CS]	V. Abirami
19	Mrs. G. Nithya [comm]	G. Nithya
20	Dr. S. Devi [comm]	S. Devi
21	Mrs. K. Punitha [CDB]	K. Punitha
22	Ms. R. Rupa [N.Y.D]	R. Rupa

Principal signature

10/11/23

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637-002.

IQAC Meeting Criteria 3)

Meeting no: 12

Date: 11/04/2023

Venue: R.No: 22

Time: 1 pm

Points Discussed:

* IQAC coordinator instructs the criteria 3 needs to ready the EDC Report and EPR Activity Description in about 200 words.

* IQAC coordinator instructs the criteria 2 members to ready the following documents

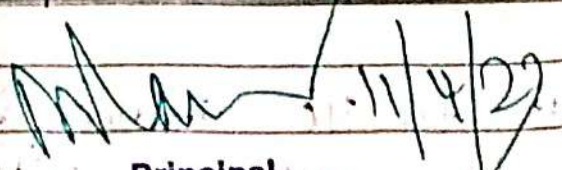
- 1) seminar/ workshop/ conference Report.
- 2) Resource person Biodata and their Contact Details.
- 3) cover page, content page and First Page of Journal.
- 4) Extension Activities Report.
- 5) Awards, Appreciation letter from Government Bodies.

* IQAC coordinator instructs all the department staff members to ready for the list of MOUs, Internship, Field Trip, Job Training Data.

* All the above said documents should be collected with the geo tag photo.

Sno	Name of the person	Signature
1	Dr N. Elamathi (CS)	M. Elathi
2	M. Malathi (CS)	M. Mal
3	Mrs P. Umabharathi (Eng)	P. Umabharathi
4	Mrs G. Kannagi (Eng)	G. Kannagi
5	Mrs S. Jayamathi (Tam)	S. Jayamathi
6	Mrs M. Lekha (Eng)	M. Lekha
7	Mrs A. Tenmozhi (mat)	A. Tenmozhi
8	Mrs B. Karitha (phy)	B. Karitha
9	Mrs V. Pndirakumari (chem)	V. Pndirakumari
10	Dr K. Vijayakumari (CS)	K. Vijayakumari
11	Mrs V. Abirami (CS)	V. Abirami
12	Mrs G. Kalila (Comm)	G. Kalila
13	Mrs B. Karitha (CDF)	B. Karitha
14	Dr B. Vishnupriya (Tam)	B. Vishnupriya
15	Mrs S. Bowthilca (Eng)	S. Bowthilca
16	Mrs M. Nandhini (mat)	M. Nandhini
17	Mrs K. Akila (phy)	K. Akila
18	Dr S. Anidha (chem)	S. Anidha
19	Mrs G. Mithiya (Comm)	G. Mithiya
20	Dr S. Devi (Comm)	S. Devi
21	Mrs K. Punitha (CDF)	K. Punitha
22	Mrs R. Rupa (Eng)	R. Rupa

Principal Signature

 11/4/22

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

TAAC Meeting Criteria 4

Meeting No: 13

Date: 12/04/2023

Venue: R.No: 22

Time: 1 pm

Points Discussed:

- * TAAC coordinator instructs the Criteria 4 Head to ready the ICT details, cultural Activities and Physical facilities photo.
- * Criteria 4 Head should ready for the Audited Financial statement from the office.
- * TAAC coordinator instructs the TAAC members should ready the following documents:
 - 1) Updation of Library Description
 - 2) Audited Financial Statement
 - 3) Annual Expenditure & purchase Book
 - 4) Library Usage Information
 - 5) Daily Library usage by students & Teachers
 - 6) Updation of Internet connection details
 - 7) Updation of software purchase Detail
- * All the above said documents should be collected with the geo tag photo.

Sno	Name of the person	Signature
1	Dr. N. Elamathi [CS]	[Signature]
2	Mrs H. Malathi [CD]	[Signature]
3	Dr. J.K. Anuradha [Tam]	[Signature]
4	Dr R. Savithri [Tam]	[Signature]
5	Dr A. Latha [Tam]	[Signature]
6	Mrs M. Saranya [Eng]	[Signature]
7	Mrs V. Gokila [Mat]	[Signature]
8	Mrs S. Mohanapriya [phy]	[Signature]
9	Mrs G. Mahesh [Chem]	[Signature]
10	Mrs S. Usharani [CS]	[Signature]
11	Mrs K. Amutha [Comm]	[Signature]
12	Mrs. A.P. Pavithra [CDE]	[Signature]
13	Dr. B. Vishnupriya [Tam]	[Signature]
14	Mrs. S. Bowthilca [Eng]	[Signature]
15	Mrs M. Nandhini [Mat]	[Signature]
16	Mrs K. Akila [phy]	[Signature]
17	Dr. S. Anidha [Chem]	[Signature]
18	Mrs V. Abirami [CS]	[Signature]
19	Mrs G. Nirhya [Comm]	[Signature]
20	Dr. S. Devi [Comm]	[Signature]
21	Mrs. K. punirha [CDE]	[Signature]
22	Mrs R. Rupa [Eng]	[Signature]

Principal signature:

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

IQAC Meeting [Criteria 5]

Meeting No: 14

Date: 13/4/2023

Time: 1 pm

Venue: Room No 22

Points Discussed:

- * IQAC Coordinator instructs the Criteria 5 Heads to Ready the Sanction Letter of SC/ST Scholarship, Indira Gandhi Scholarship, Individual Students Scholarship.
- * The Audited statement of the Expenditure for Institutional scholarship is needed.
- * IQAC coordinator instructs the Criteria 5 Members to Ready the Soft Skills Data, Brochure Report of the Event and Students Attendance.
- * The Following Events has to be conducted
 - ↳ Awareness program for Anti Ragging committee and sexual harassment.
 - ↳ Minutes of Student Grievance Redressal, Anti Ragging committee, and Action Taken Report.
- * All the above documents should be collected with geo tag photo.

Sno	Name of the person	Signature
1	Dr. N. Elamathi (CS)	R. Muthu
2	Mrs M. Malathi (CS)	M. Mal
3	Mrs N. Thangamani (Chem)	T. V.
4	Dr. N. Santhi (Chem)	S. Santhi
5	Mrs K. Bhavathi (Ram)	K. Bhavathi
6	Mrs K. Gowrimala (Eng)	G. Gowrimala
7	Mrs J. Evangelin (Eng)	J. Evangelin
8	Mrs S. Madhukaravani (Mat)	S. Madhukaravani
9	Mrs K. Akila (Phy)	K. Akila
10	Mrs S. Bhuvaneshwari (CS)	S. Bhuvaneshwari
11	Mrs M. Rajapadmarathi (Comm)	M. Rajapadmarathi
12	Mrs R. Rupa (NCD)	R. Rupa
13	Mrs K. Purnitha (CDF)	K. Purnitha
14	Dr B. Visvnapriya (Ram)	B. Visvnapriya
15	Mrs S. Bowthilka (Eng)	S. Bowthilka
16	Mrs H. Nandhini (Mat)	H. Nandhini
17	Dr S. Anidha (Chem)	S. Anidha
18	Mrs V. Abirami (CS)	V. Abirami
19	Mrs G. Nithya (Comm)	G. Nithya
20	Dr S. Davi (Comm)	S. Davi

Principal Signature:

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

13/4/23

IQAC Meeting Criteria 6

Meeting NO: 15

Date: 20/4/2023

Venue: R No. 22

Time: 1 pm

Points Discussed:

- + The IQAC Coordinator instructs the Criteria 6 Heads to Ready the Administration details, Finance and Accounts Data, Student Admission and Support and E-Governance operation.
- + The Following Data are needed for Criteria 6.
 - 1) Medical Insurance
 - 2) Staff Children Fee Concession
 - 3) Governing Body Minutes
 - 4) Free transport details for student and staff
 - 5) Travelling Expenses for physical Director
 - 6) Free Bus for Swayam Exam
 - 7) Seminar / Conference / Workshop Certificate.
- + The Financial Audit should be taken from the year 2022 - 23
- + All the above documents should be collected with geo tag photo.

Sno	Name of the person	Signature
1	Dr. N. Elamathi (CJ)	Alathi
2	M. Malathi (CJ)	M. Mal
3	Mrs B. Lena (math)	B. Lena
4	Dr S. Jeyanthi (math)	S. Jeyanthi
5	Dr. B. Vishnupriya (Tam)	Dr. Vishnupriya
6	M. P. Abirami (Eng)	P. Abirami
7	M. V. L. Priyadharshini (mat)	Priyadharshini
8	M. S. K. Saranya (phy)	K. Saranya
9	Dr. S. Anidha (Chem)	S. Anidha
10	Mrs S. priya (CJ)	S. Priya
11	Dr S. devi (comm)	S. Devi
12	Mrs. V. Sowmiya (Nyg)	V. Sowmiya
13	Mrs S. Bowthilga (Eng)	S. Bowthilga
14	Mrs M. Nandhini (mat)	M. Nandhini
15	Mrs V. Abirami (CJ)	V. Abirami
16	Mrs L. Nithya (comm)	L. Nithya
17	Dr S. Devi (comm)	S. Devi
18	Mrs K. punitha (COP)	K. Punitha
19	Mrs R. Rupa (Nyg)	R. Rupa

Principal Signature:

20/4/23

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

IQAC Meeting [Criteria 7]

Meeting no: 16

Date: 20/4/2023

Venue: R.No: 22

Time: 1:30 pm

Points Discussed:-

+ IQAC coordinator instructs the Criteria 7 Head to Ready the Description for the following Events

- 1) Institutional values and social responsibilities
- 2) CCTV Updation
- 3) Gender Equity
- 4) Student counselling
- 5) Security in gate

+ IQAC coordinator instructs the Criteria 7 Head and members for the Quality Audit on Environment and Energy regularly undertaken by the Institution.

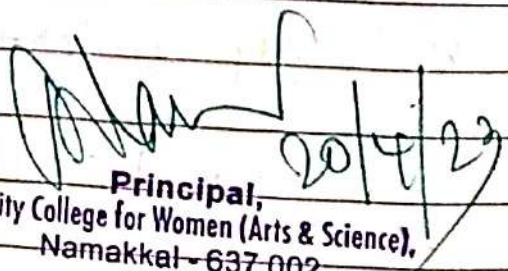
+ Two Best practices should be attached.

+ There should be a description for the performance of the Institution in one area distinctive to its priority.

+ All the Hestag photos should be collected by the IQAC members of Criteria 7.

Sno	Name of the person	Signature
1.	Dr. N. Elamathi (CS)	M. Malathi
2.	M. Malathi (CI)	M. Malathi
3.	Dr. B. Lakshmi (Phy)	B. Lakshmi
4.	Mrs. K. Malathi (Tam)	K. Malathi
5.	Mrs. K. Padmarathi (Tam)	K. Padma
6.	Dr. B. Vishnupriya (Tam)	B. Vishnupriya
7.	Mrs. S. Sowthika (Engg)	S. Sowthika
8.	Mrs. M. Nandhini (Mat)	M. Nandhini
9.	Dr. S. Anidha (Chem)	S. Anidha
10.	Mrs. V. Abirami (CI)	V. Abirami
11.	Mrs. G. Nithya (Comm)	G. Nithya
12.	Mrs. K. Akila (Phy)	K. Akila
13.	Dr. S. Devi (Comm)	S. Devi
14.	Mrs. K. Punitha (CDE)	K. Punitha
15.	Mrs. B. Rupa (Nyb)	B. Rupa

Principal Signature:

 20/4/23

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.

Criteria Meeting Photos

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Action Taken Report

2022 - 2023

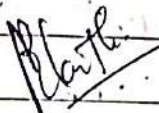
Trinity college for women
Namakkal

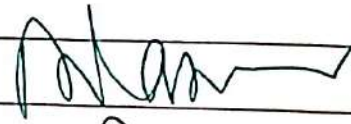
Action Taken Report
2022-2023.

Sno	Plan of Action	Action Taken
1	pg Admission	Principal Ensure all the HODs and staff members must focus on pg Admission.
2	Preparation of Academic calendar	Academic Calendar was prepared by the NCD and CDF department.
3	Maintenance of Lesson Plan and Attendance	All HODs to take necessary action for the Lesson Plan and Attendance.
4	Shuffle various criterion members from each department for the year 2022-2023.	IQAC Coordinator to take necessary action.
5	The IQAC coordinator insists the concern Criteria Heads to allot the NAAC work	IQAC coordinator to take necessary action.

Sno	Plan of Action	Action Taken
	and collect the data for the year 2022-23.	
6	Conduct of Extension Activities.	Programs organized NSS, YRC, RRC, UBA, CCC.
7	Skilled programme	Principal Assistants one staff from each department for the Incharge of Naam Madhavan.
8	To organize Academic programmes on various disciplines	Programs organized: Awareness programme, Seminar, workshop, FDP, conference, Counselling programme, and student development programmes.
9	SWAYAM - Mooc Orientation program	SWAYAM Coordinator and members to take necessary action for taking Orientation program.

Sno	Plan of Action	Action Taken
10	Details of Semester fees.	All the students should pay the semester fee within the given time.


IAAC Coordinator


Principal

Principal,
Trinity College for Women (Arts & Science),
Namakkal - 637 002.