

**Jayaraj Annapackiam College for Women (Autonomous),
Periyakulam**

Internal Quality Assurance Cell

Circular

There will be a meeting for the IQAC members on
17.07.2023 in the Staff Computer room at 03:00 p.m.

Ayhi Sorna
IQAC Co-ordinator

S.No.	Name of the Staff	Signature
1.	Dr. Mrs. S. Rejina	a
2.	Mrs. U. Anamica	<i>U. Anamica</i>
3.	Dr. Mrs. S. Kasthuri	a
4.	Dr. Mrs. K. Jency Priya	<i>K. Jency Priya</i>
5.	Dr. Mrs. A. Juliet Christina Mary	<i>A. Juliet</i>
6.	Mrs. S. Poornalakshmi	<i>S. Poornalakshmi</i>
7.	Mrs. F. Sherin Rebecca	<i>Sherin Rebecca</i>
8.	Mrs. V. Annalakshmi	<i>V. Annalakshmi</i>
9.	Mrs. S. Paulrani	<i>S. Paulrani</i>
10.	Mrs. V. Anitha	<i>V. Anitha</i>
11.	Mrs. V. Nithya	a
12.	Mrs. K. Benazir Begam	<i>K. Benazir Begam</i>
13.	Mrs. A. Nithya F.	<i>For M.K. Nithya</i>

**JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS),
PERIYAKULAM
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING OF IQAC MEMBERS**

Venue: Staff Net Lab

Date: 17/07/2023

Time: 3.00 pm

Agenda:

Meeting the new IQAC Members

IQAC Action Plan 2023-2024

Collection of data for JACNEWS letter

Report:

An IQAC Meeting was conducted on 17th July, 2023. Mrs. Angeline Sorna, IQAC Co-ordinator convened the meeting. IQAC Members from all the departments took part in the meeting. The formulation of the Action Plan of IQAC for the year 2023-2024 was discussed. The members were oriented on the duties expected from them. The meeting came to an end with Vote of Thanks.

Angeli Sorna

Co-ordinator - IQAC
Jayaraj Annapackiam College
for Women (Autonomous)
Thamaraikulam, Periyakulam - 625 601
Then, District: Tamil Nadu

**Jayaraj Annapackiam College for Women (Autonomous),
Periyakulam**

Internal Quality Assurance Cell

Circular – 27.07.2023

The Heads of all Departments are asked to submit a hard & soft copy of NAAC Criteria-wise Action Plan for the year 2023-'24 to the IQAC Office on or before 01st August, 2023 and present the same in the Planning Committee Meeting on 3rd August, 2023 from 09.30 a.m. at the Infant Jesus Hall.

Anjali Sornu
IQAC Co-ordinator

S. J. J.
Principal

Sl.No.	Name of the Department	Name of the Staff	Signature
1.	Tamil	Dr. Mrs. G. Francis Catherin	<i>G. Catherin</i>
2.	English	Dr. Mrs. J. Preethi	<i>J.P. Preethi</i>
3.	History	Dr. Mrs. P. Floras Mary	<i>P. Floras Mary</i>
4.	Mathematics	Dr. Mrs. K. F. Mary Latha	<i>K. F. Mary Latha</i>
5.	Physics	Dr. Mrs. M. Arulmozhi	<i>M. Arulmozhi</i> 28-07
6.	Chemistry	Dr. Mrs. A. Mary Imelda Jayaseeli	<i>A. Mary Imelda Jayaseeli</i>
7.	Zoology	Dr. Mrs. S. Catherine P. Alexander	<i>S. Catherine P. Alexander</i>
8.	Computer Science	Dr. Sr. R. Shantha Mary Joshitta	<i>R. Shantha Mary Joshitta</i>
9.	Bachelor of Computer Application	Dr. Sr. A. Arul Anitha	<i>A. Arul Anitha</i>
10.	Commerce	Dr. Sr. A. Scarlet	<i>A. Scarlet</i>
11.	Business Administration	Mrs. J. Jasmine Selvapackiam	<i>J. Jasmine Selvapackiam</i>
12.	Commerce (C.A.)	Dr. Mrs. N. Lavanyalakshmi	<i>N. Lavanyalakshmi</i>
13.	B.Voc. Health Care	Mrs. A. Renganayaki	<i>A. Renganayaki</i>
14.	B.Voc. Beauty Wellness	Mrs. A. Vinotha	<i>A. Vinotha</i>

**JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS),
PERIYAKULAM
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE PLANNING COMMITTEE MEETING**

Venue: Infant Jesus Hall

Date: 03/08/2023

Time: 11.15 am

Agenda:

- Presentation of Department Action Plan by Heads of the Departments
- Discussion on AQAR Preparation

Report:

Planning Committee Meeting was conducted on 3rd August, 2023. Dr. Sr. S. Jesurani, Principal, Dr. Sr. B. J. Queensly Jeyanthi, Secretary and Mother Superior and the Heads of the Department participated in the meeting. Mrs. Angeline Sorna, IQAC Co-ordinator welcomed the gathering. All the Heads of the Departments presented their Action Plan for the year 2023-2024. Principal and Secretary instructed the Heads of the Departments on the following points:

- To be more specific about the dates and numbers of the planned programmes.
- To use more ICT facilities and create more E-Content.
- To make start-ups more efficient.
- To stay updated in subject knowledge.
- To maintain a good rapport with the parents.

The IQAC Co-ordinator presented the Action Plan of IQAC and directed the Heads of the Departments on efficiently working towards the fulfilling of the Action Plan. Dr. M. Tamil Selvi, IQAC Assistant, proposed the Vote of Thanks.



Co-ordinator - IQAC
Jayaraj Annapackiam College
for Women (Autonomous)
Thamaraikulam, Periyakulam-625 601.
Theni District Tamil Nadu

**Jayaraj Annapackiam College for Women (Autonomous),
Periyakulam**

Internal Quality Assurance Cell

Circular – 29.01.2024

There will be a meeting for the IQAC members on 29th January, 2024
in the Principal's Office at 3.00 p.m.

Ayhi Soma
IQAC Co-ordinator

S. J. S.
Principal
29/1/2024

Criterion-wise Constitution of Members

Criterion I		Signature
Curricular Aspects	Dr. Mrs. U. Anamica	<i>U. Anamica</i> <i>V. Anitha</i>
	Mrs. V. Anitha	
Criterion II		
Teaching-Learning and Evaluation	Mrs. F. Sherin Rebecca	<i>Sherin Rebecca</i> <i>S. Paulrani</i>
	Mrs. S. Paulrani	
Criterion III		
Research, Innovations and Extension	Dr. Mrs. M. Tamil Selvi	<i>M. Tamil Selvi</i> <i>V. Nithya</i>
	Mrs. V. Nithya	
Criterion IV		
Infrastructure and Learning Resources	Dr. Mrs. S. Rejina	<i>S. Rejina</i> <i>V. Annalakshmi</i>
	Mrs. V. Annalakshmi	
Criterion V		
Student Support and Progression	Dr. Mrs. K. Jency Priya	<i>K. Jency Priya</i> <i>S. Nithya</i>
	Mrs. A. Nithya <i>M. Dharani</i>	
Criterion VI		
Governance, Leadership and Management	Dr. Mrs. S. Kasthuri	<i>S. Kasthuri</i> <i>Ms. M. Dharani Anasuya Baran</i>
	Ms. M. Dharani	
Criterion VII		
Institutional Values and Best Practices	Mrs. S. Poornalakshmi	<i>S. Poornalakshmi</i> <i>A. Juliet Christina Mary</i>
	Dr. Mrs. A. Juliet Christina Mary	

**JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS),
PERIYAKULAM
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE IQAC MEETING**

Date: 29th January, 2023

Venue: Principal's Office

Participants:

Dr. Sr. S. Jesurani, Principal

Dr. Angeline Sorna, IQAC Co-ordinator

Dr. A. Tamil Selvi, Assistant Co-ordinator

All IQAC Members

Agenda:

1. Encouragement for Accreditation Cycle 2026
2. Restructuring of IQAC Team
3. Submission of Details for JACNEWS
4. Alignment of Activities with AQAR Requirements

Proceedings:

The meeting commenced with a prayer led by Dr. U. Anamica, invoking blessings for a productive discussion and successful outcomes.

1. Encouragement for Accreditation Cycle 2026:

Dr. Sr. S. Jesurani, the Principal, addressed the attendees and encouraged all staff members to work diligently in preparation for the upcoming accreditation cycle in 2026. She emphasized the importance of collective efforts towards achieving excellence in all aspects of institutional functioning.

2. Restructuring of IQAC Team:

It was decided to restructure the IQAC team based on NAAC criteria to ensure efficient handling of accreditation requirements. 14 staff members were assigned for the 7 criteria, with each criterion being overseen by two staff members. Sister Principal and Dr. Angeline Sorna, IQAC Coordinator, elaborated on the duties and responsibilities of the staff members under the new structure, emphasizing the need for proactive engagement and collaboration.

3. Submission of Details for JACNEWS:

The meeting discussed the importance of submitting details for JACNEWS on time to ensure timely dissemination of relevant information and updates. All members were reminded to adhere to deadlines and provide accurate information for inclusion in JACNEWS publications.

4. Alignment of Activities with AQAR Requirements:

The alignment of institutional activities with AQAR requirements was highlighted as a priority. Members were encouraged to ensure that all ongoing initiatives and projects are aligned with AQAR guidelines to facilitate comprehensive reporting and assessment.

Action to be Taken:

- IQAC members to review and familiarize themselves with their respective criteria and duties.
- Timely submission of details for JACNEWS by all departments and committees.
- Alignment of institutional activities with AQAR requirements to be monitored and ensured by all stakeholders.

The meeting concluded with a renewed commitment from all IQAC members to work collaboratively towards achieving the goals set forth for the institution, particularly in preparation for the accreditation cycle in 2026. The restructuring of the IQAC team and alignment of activities with accreditation requirements are expected to streamline processes and enhance institutional effectiveness.

Ayshi Sorng

Co-ordinator - IQAC
Jayaraj Annapackiam College
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Thamaraikulam, Periyakulam-625 601
Theni District Tamil Nadu