

# Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 17.03.2025 Venue: Principal's chamber Time: 11.00 a.m.

#### **Members Present**

- 1. Dr. M. Sumathi Principal & Chairperson
- 2. Dr. L. Rajesh IQAC Co-ordinator
- 3. Dr. V. Satya Narayanan Assistant Co-ordinator
- 4. Dr. V. Pari Associate Professor of Tamil
- 5. Dr. P. Neelakandan Associate Professor of English
- 6. Dr. K. Radhika Associate Professor of Mathematics
- 7. Dr. A. Anul Raj Associate Professor of Economics
- 8. Dr. P. Jagadish Assistant Professor of Physics
- 9. Dr. V. Murali Krishnan Assistant Professor of Bio-Chemistry
- 10. Mr. V. S. Suresh Kumar Assistant Professor of Computer Science
- 11. Dr. V. Bhuvaneshwaran Assistant Professor of Commerce
- 12. Dr. G. Rameshkumar Assistant Professor of Business Administration
- 13. Dr. K. Rajesh Singh Assistant Professor of Bio-Technology
- 14. Mr. M. Rajan Assistant Professor of Statistics
- 15. Dr. S. Babu Associate Professor of Zoology
- 16. Dr. P. Sangeetha Associate Professor of Chemistry
- 17. Dr. G. Santhosh Kumar Assistant Professor of Physical Education

- 1. Review and Planning of Women-Centric Programmes
- 2. Organization and Evaluation of Academic and Departmental Events
- 3. Implementation of Health, Hygiene, and Cleanliness Initiatives (NSS, NCC)
- 4. Conduct of Awareness Programmes and Student Support Activities
- 5. Review of Teaching-Learning Methods and Quality Enhancement

# Agenda 1: Review and Planning of Women-Centric Programmes

The committee discussed the successful conduct of the Women's Club event held on 30.01.2025 and planned for the Women's Day Function on 08.03.2025. It was resolved to conduct motivational talks, awareness sessions, and cultural programmes with active participation from girl students.

# Agenda 2: Organization and Evaluation of Academic and Departmental Events

The meeting reviewed the smooth conduct of department-level events such as

- Economics Programme on 10.03.2025
- Physics Function on 11.03.2025
- Commerce Function on 13.03.2025
- Chemistry Association Meeting on 17.03.2025

The committee appreciated faculty members for coordinating academic enrichment activities.

# Agenda 3: Health, Hygiene, and Cleanliness Initiatives

The NSS activities including

- Student Clean Campus on 27.02.2025,
- Youth for Cleanliness Camp on 08.03.2025, and
- Blood Donation Camp on 26.02.2025

were reviewed. It was resolved that NCC students will also be involved in the campus cleaning programme.

# Agenda 4: Awareness Programmes and Student Support

The Diet Training Programme held on 30.01.2025 and the Telecom Consumer Awareness Programme held on 28.02.2025 were reviewed. The committee recommended conducting similar awareness initiatives every semester.

# Agenda 5: Teaching-Learning Review and Quality Enhancement

The CRC & IQAC One-Day Seminar on Improving Research Quality and Integrity held on 24.02.2025 was reviewed. IQAC suggested continuing periodic reviews of teaching—learning methods to enhance academic standards.

Dr.L.RAJESH

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Rajah Serioji Government College (Autonomous)
Thanjavur - 613 005.

Principal

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# **Internal Quality Assurance Cell (IQAC)**

### Minutes of the Meeting

Date: 24.04.2025 Venue: Principal's chamber Time: 11.00 a.m.

#### **Members Present**

- 1. Dr. M. Sumathi Principal & Chairperson
- 2. Dr. L. Rajesh IOAC Co-ordinator
- 3. Dr. V. Satya Narayanan Assistant Co-ordinator
- 4. Dr. V. Pari Associate Professor of Tamil
- 5. Dr. P. Neelakandan Associate Professor of English
- 6. Dr. K. Radhika Associate Professor of Mathematics
- 7. Dr. A. Anul Raj Associate Professor of Economics
- 8. Dr. P. Jagadish Assistant Professor of Physics
- 9. Dr. V. Murali Krishnan Assistant Professor of Bio-Chemistry
- 10. Mr. V. S. Suresh Kumar Assistant Professor of Computer Science
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- 13. Dr. K. Rajesh Singh Assistant Professor of Bio-Technology
- 14. Mr. M. Rajan Assistant Professor of Statistics
- 15. Dr. S. Babu Associate Professor of Zoology
- 16. Dr. P. Sangeetha Associate Professor of Chemistry
- 17. Dr. G. Santhosh Kumar Assistant Professor of Physical Education

- 1. Review and Planning of Women-Centric Programmes
- 2. Organization and Evaluation of Academic and Departmental Events
- 3. Implementation of Health, Hygiene, and Cleanliness Initiatives (NSS, NCC)
- 4. Conduct of Awareness Programmes and Student Support Activities
- 5. Review of Teaching-Learning Methods and Quality Enhancement

## 1. Review of Academic Activities and Teaching-Learning Methods

- The Mathematics Department conducted a Parents Meeting on 17.10.2024 and submitted feedback for review.
- Teaching and learning practices were discussed, with emphasis on ICT integration and outcome-based evaluation.

**Resolution:** Departments must update monthly teaching reports and adopt blended learning methods.

#### 2. Awareness Programmes

- Vigilance Awareness Pledge was taken on 28.10.2024.
- Cyber Crime Offences Awareness programme was held on 04.11.2024.
- Road Safety Awareness Programme organized on 23.01.2025.
- National Voter's Day Rally and NCC Voter Awareness Rally were conducted on 25.01.2025.

Resolution: Continue to collaborate with district authorities for awareness campaigns.

## 3. Student Welfare & Community Outreach

- Help Desk support continues to function efficiently for student grievances.
- Anti-Drug Club Activity conducted on 18.12.2024.
   Resolution: Strengthen mentor-mentee sessions and ensure regular anti-drug awareness meetings.

#### 4. Cultural, National & Heritage Celebrations

- Constitution Day Pledge duly observed.
- International Meditation Day celebrated on 19.12.2024.
- Ayyan Thiruvalluvar Statue Silver Festival held on 31.12.2024.
- Pongal Festival organized on 11.01.2025.
- Republic Day celebrated on 26.01.2025.
   Resolution: Documentation of all cultural events should be submitted to IQAC for NAAC purposes.

# 5. Health, Safety & Social Responsibility Initiatives

- IQAC discussed preparations for a Blood Donation Camp in the college.
- Plans made to conduct further Anti-Drug Awareness Programmes across departments.

Resolution: Organize the Blood Donation Camp in coordination with Government Medical College and NSS.

The Chairperson appreciated the efforts of faculty, clubs, and committees in successfully conducting programmes. Members were encouraged to maintain timely documentation and collaborate actively in future quality initiatives. The meeting ended with a vote of thanks by the IQAC Assistant Co-ordinator.

IQAC Co-ordinator

Dr.L.RAJESH

Co-ordinator Internal Quality Assurance Cell (IQAC) Rajah Serloji Government College (Autonomous) Thanjavur - 613 005 Principal
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# Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 02.07.2025 Venue: Principal's chamber Time: 11.00 a.m.

#### **Members Present**

- 1. Dr. M. Sumathi Principal & Chairperson
- 2. Dr. L. Rajesh IQAC Co-ordinator
- 3. Dr.K.Elangovan- Assistant Co-ordinator
- 4. Dr. V. Pari Associate Professor of Tamil
- 5. Dr. P. Neelakandan Associate Professor of English
- 6. Dr. K. Radhika Associate Professor of Mathematics
- 7. Dr. A. Anul Raj Associate Professor of Economics
- 8. Dr. P. Jagadish Assistant Professor of Physics
- 9. Dr. V. Murali Krishnan Assistant Professor of Bio-Chemistry
- 10. Mr. V. S. Suresh Kumar Assistant Professor of Computer Science
- 11. Dr. V. Bhuvaneshwaran Assistant Professor of Commerce
- 12. Dr. G. Rameshkumar Assistant Professor of Business Administration
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- 14. Mr. M. Rajan Assistant Professor of Statistics
- 15. Dr. S. Babu Associate Professor of Zoology
- 16. Dr. P. Sangeetha Associate Professor of Chemistry
- 17. Dr. G. Santhosh Kumar Assistant Professor of Physical Education

- 1. Admission Schedule Review and Planning
- Academic & Student Support Programmes (Introductory Training, Counselling, Parent Meeting)
- 3. Quality Enhancement & NIRF Ranking Analysis (2024–25)
- 4. Extension, Outreach & Awareness Activities
- 5. Proposal for Approval of New Academic Programmes (University Submission)

# Minutes of the Meeting

# Agenda 1: Admission Schedule Review and Planning

- The committee reviewed the completed and upcoming admission activities.
- Special Quota Admission (02.06.2025), Science Admission (04.06.2025 & 05.06.2025), and Arts Admission (10.06.2025) were successfully completed with smooth student flow and adequate support.
- Science final Counselling (17.07.2025) and Arts final Counselling (18.07.2025) were reviewed, and committees were instructed to maintain transparency and documentation.
- Necessary arrangements for follow-up verification and student data entry were delegated to the UMIS committee.

#### Agenda 2: Academic & Student Support Programmes

- The One-Week Introductory Training Programme for First-Year Students conducted from 30.06.2025 to 07.07.2025 was reviewed. Faculty appreciated the active participation of students.
- Teachers—Parents Meeting (11.07.2025) received positive feedback and will be organized twice every semester.
- It was resolved to strengthen mentoring systems through regular interaction and performance tracking.

#### Agenda 3: Quality Enhancement Measures & NIRF 2024-25 Analysis

- IQAC presented the Quality Checking Framework at various levels:
  - o Curriculum monitoring
  - o Continuous internal assessment
  - o Infrastructure readiness
  - Student support systems
- Implementation of Nan Mudhalvan, Pudhumai Pen Scheme, and Tamil Pudhalvan Scholarship Schemes was reviewed. Departments were asked to enroll eligible students and maintain records.
- The NIRF 2024–25 Performance Analysis was presented, highlighting improvements and areas for strengthening faculty research output, outreach, and placement activities.

#### Agenda 4: Extension, Outreach & Awareness Activities

- The meeting appreciated the successful completion of:
  - o NSS Campus Cleaning 05.06.2025
  - o International Yoga Day 24.06.2025
  - o Anti-Drug Rally & Pledge 26.06.2025
  - o UMIS Meetings 27.06.2025 & 23.07.2025
  - o Free Eye Check-up Camp 30.07.2025
  - o Anti-Drug Awareness Programme 30.07.2025
- All extension activities were instructed to be documented for NAAC/NIRF.

#### Agenda 5: Proposal for Approval of New Academic Programmes

- A detailed proposal will be submitted to Bharathidasan University seeking approval for the following new programmes:
  - o B.Sc. Biotechnology (Shift II)
  - o B.Sc. Zoology (Shift II)

- B.Lit. Tamil (Shift II)
- o B.Sc. Biochemistry (Shift II)
- Departments concerned were instructed to submit:
  - Staff profile
  - Laboratory and infrastructure readiness
  - Curriculum draft

#### Resolutions Passed

- 1. Admission committees will finalize all documentation by 31 July 2025.
- 2. IQAC will prepare a consolidated Quality Assurance Report for 2024–25.
- 3. All departments must ensure effective implementation of government-sponsored schemes.
- 4. NSS will prepare yearly outreach plans.
- 5. University approval proposals for new programmes will be submitted within 15 days.

The meeting ended with a vote of thanks by the IQAC Coordinator.

IQAC Co-ordinator

Dr.L.RAJESH
Co-ordinator
Internal Quality Assurance Cell (IQAC)
Rajah Serfoji Government College (Autonomous)
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# Internal Quality Assurance Cell (IQAC)

#### Minutes of the Meeting

Date: 24.09.2024 Venue: Principal's chamber Time: 11.00 a.m.

#### **Members Present**

- 1. Dr. M. Sumathi Principal & Chairperson
- 2. Dr. L. Rajesh IQAC Co-ordinator
- 3. Dr. V. Satya Narayanan Assistant Co-ordinator
- 4. Dr. V. Pari Associate Professor of Tamil
- 5. Dr. P. Neelakandan Associate Professor of English
- 6. Dr. K. Radhika Associate Professor of Mathematics
- 7. Dr. A. Anul Raj Associate Professor of Economics
- 8. Dr. P. Jagadish Assistant Professor of Physics
- 9. Dr. V. Murali Krishnan Assistant Professor of Bio-Chemistry
- 10. Mr. V. S. Suresh Kumar Assistant Professor of Computer Science
- 11. Dr. V. Bhuvaneshwaran Assistant Professor of Commerce
- 12. Dr. G. Rameshkumar Assistant Professor of Business Administration
- 13. Dr. K. Rajesh Singh Assistant Professor of Bio-Technology
- 14. Mr. M. Rajan Assistant Professor of Statistics
- 15. Dr. S. Babu Associate Professor of Zoology
- 16. Dr. P. Sangeetha Associate Professor of Chemistry
- 17. Dr. G. Santhosh Kumar Assistant Professor of Physical Education

- 1. Review of quality initiatives conducted between June-August 2024.
- 2. Discussion on academic and extension activities organized by various departments.
- 3. Evaluation of student support and welfare programmes.
- Strengthening departmental academic practices through seminars, workshops, FDPs and alumni meetings.
- 5. Planning future quality enhancement measures for the upcoming semester.

# Minutes of the Meeting

The meeting commenced with a welcome address by Dr. L. Rajesh, IQAC Co-ordinator. The Principal and Chairperson, **Dr. M. Sumathi**, briefed about the significance of systematic documentation of all events held during the academic year 2024-2025

The following agenda items were discussed and resolutions were passed:

#### 1. Observation of International Yoga Day

The programme promoted physical and mental awareness among students.

Resolution: To invite certified yoga instructors next year and expand student participation.

#### 2. Admission

The admission process was smooth and well-coordinated.

Resolution: To improve digital support and enhance help-desk services.

#### 3. International Day against Drug Abuse

Awareness programmes and rallies were organised.

Resolution: To collaborate with Government Health Department for expert talks.

#### 4. International Anti-Drug Awareness Programme

A lecture on dangers of drug abuse was conducted.

Resolution: To provide follow-up counselling services.

#### 5. National Seminar on Linguistics

Jointly organised by Department of English & IQAC.

Resolution: To publish seminar proceedings and strengthen academic networking.

#### 6. Student Induction Programme

The programme oriented freshers to college environment, rules, and support systems.

Resolution: To add digital literacy and mental wellness sessions next year.

#### 7. Anti-Ragging and Legal Awareness Camp

Legal authorities addressed students on safety and discipline.

Resolution: Similar programmes to be held every semester.

### 8. Distribution of Laptops to Visually Impaired Students

A welfare-based initiative for differently-abled students.

Resolution: To identify more students for assistive device support.

#### 9. Department of Physics - Alumni Meeting

Alumni interacted and shared suggestions.

Resolution: To create an alumni database and mentorship plan.

### 10. YRC Diabetes-Free Camp

A health awareness and screening initiative.

Resolution: To conduct health camps bi-annually.

#### 11. Faculty Development Programme

Organised jointly by IQAC and Department of Business Administration.

**Resolution:** More FDPs and research methodology to be planned.

# 12. Mathematics Department - Teachers-Parents Meeting

The meeting strengthened teacher—parent—student interaction. **Resolution:** Other departments to conduct similar meetings.

# 13. IQAC & English Department Seminar on Postcolonial Literature

The seminar enriched students' understanding of literary theories.

Resolution: To organise more interdisciplinary seminars.

The Principal appreciated the active involvement of all departments and urged them to continue focusing on quality initiatives and documentation.

The meeting concluded with a vote of thanks delivered by Dr. V. Satya Narayanan, Assistant Co-ordinator, IQAC.

Dr.L.RAJESH

Co-ordinator Internal Quality Assurance Cell (IQAC) Rajah Serioji Government College (Autonomous) Thaniavur - 613 005. Principal
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# Internal Quality Assurance Cell (IQAC)

#### Minutes of the Meeting

Date: 29.10.2025 Venue: Principal's chamber Time: 11.00 a.m.

#### **Members Present**

- 1. Dr. M. Sumathi Principal & Chairperson
- 2. Dr. L. Rajesh IQAC Co-ordinator
- 3. Dr. V. Dr.K. Elangovan Assistant Co-ordinator
- 4. Dr. V. Pari Associate Professor of Tamil
- 5. Dr. P. Neelakandan Associate Professor of English
- 6. Dr. K. Radhika Associate Professor of Mathematics
- 7. Dr. A. Anul Raj Associate Professor of Economics
- 8. Dr. P. Jagadish Assistant Professor of Physics
- 9. Dr. V. Murali Krishnan Assistant Professor of Bio-Chemistry
- 10. Mr. V. S. Suresh Kumar Assistant Professor of Computer Science
- 11. Dr. V. Bhuyaneshwaran Assistant Professor of Commerce
- 12. Dr. G. Rameshkumar Assistant Professor of Business Administration
- 13. Dr. K. Raiesh Singh Assistant Professor of Bio-Technology
- 14. Mr. M. Rajan Assistant Professor of Statistics
- 15. Dr. S. Babu Associate Professor of Zoology
- 16. Dr. P. Sangeetha Associate Professor of Chemistry
- 17. Dr. G. Santhosh Kumar Assistant Professor of Physical Education

- 1. Review of Recent Events & Celebrations
- 2. Data Collection for IQAC and Documentation
- 3. Strengthening Club & Cell Activities
- 4. Review of Kalluri Kalaithiruvizha 2025
- 5. Enhancement of Student Support and Placement Activities

The meeting was presided over by **Dr. M. Sumathi, Principal & Chairperson**, IQAC. The Co-ordinator **Dr. L. Rajesh** welcomed the members and presented the agenda.

#### Agenda 1: Review of Recent Events & Celebrations

- The committee reviewed the successful completion of the following:
  - Youth Red Cross Programme 05.08.2025
  - o Anti-Ragging Rally 14.08.2025
  - o Independence Day Celebration 15.08.2025
  - o Gender Psychology Seminar 03.09.2025
- All events were conducted smoothly with active student participation. Coordinators were appreciated for effective organization and discipline.

#### Agenda 2: Data Collection for IQAC and Documentation

- IQAC informed all departments to complete data collection across the college for academic and administrative records.
- The Principal instructed departments to update:
  - Faculty data
  - Student achievements
  - o Department activities
  - o Research and extension activities
- All cells must submit reports by the end of the month for inclusion in the IQAC Annual Report.

### Agenda 3: Strengthening Club & Cell Activities

- All clubs and cells were instructed to conduct academic, cultural, outreach, and awareness programmes regularly.
- Coordinators must maintain:
  - Activity register
  - Photographs
  - o Participant lists
  - Outcome reports
- IQAC will monitor the implementation of activities for NAAC/NIRF documentation.

#### Agenda 4: Review of Kalluri Kalaithiruvizha 2025

- IQAC announced that it will fully document the Kalluri Kalaithiruvizha conducted from 16.08.2025 to 07.09.2025.
- The Principal appreciated the Fine Arts Club for the successful execution of cultural events, competitions, and student involvement.
- Departments were instructed to archive event details for future reference.

#### Agenda 5: Enhancement of Student Support & Placement Activities

- The Principal emphasized the need to improve the functioning of the Placement Cell.
- The Placement Officer was instructed to:
  - o Organize career guidance programmes
  - o Invite reputed companies for campus recruitment
  - o Strengthen communication skills and employability training

 Departments were asked to nominate faculty coordinators to support placement activities.

#### Resolutions Passed

- 1. All departments must submit IQAC data within the deadline.
- 2. Clubs and cells should plan at least two activities per month.
- 3. Placement Cell must prepare a yearly action plan.
- 4. IQAC will compile documentation of Kalluri Kalaithiruvizha.
- 5. Coordinators of major events will submit reports within one week of the event.

The meeting concluded with a vote of thanks by the IQAC Coordinator.

IQAC Co-ordinator

Dr.L.RAJESH
Co-ordinator
Internal Quality Assurance Cell (IQAC)
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# **Internal Quality Assurance Cell (IQAC)**

#### Minutes of the Meeting

Date: 04.11.2024 Venue: Principal's chamber Time: 11.00 a.m.

#### **Members Present**

- 1. Dr. M. Sumathi Principal & Chairperson
- 2. Dr. L. Rajesh IQAC Co-ordinator
- 3. Dr. V. Satya Narayanan Assistant Co-ordinator
- 4. Dr. V. Pari Associate Professor of Tamil
- 5. Dr. P. Neelakandan Associate Professor of English
- 6. Dr. K. Radhika Associate Professor of Mathematics
- 7. Dr. A. Anul Raj Associate Professor of Economics
- 8. Dr. P. Jagadish Assistant Professor of Physics
- 9. Dr. V. Murali Krishnan Assistant Professor of Bio-Chemistry
- 10. Mr. V. S. Suresh Kumar Assistant Professor of Computer Science
- 11. Dr. V. Bhuvaneshwaran Assistant Professor of Commerce
- 12. Dr. G. Rameshkumar Assistant Professor of Business Administration
- 13. Dr. K. Rajesh Singh Assistant Professor of Bio-Technology
- 14. Mr. M. Rajan Assistant Professor of Statistics
- 15. Dr. S. Babu Associate Professor of Zoology
- 16. Dr. P. Sangeetha Associate Professor of Chemistry
- 17. Dr. G. Santhosh Kumar Assistant Professor of Physical Education

- 1. Review of Academic and Quality Enhancement Activities.
- 2. Organization of Academic Programmes and Awareness Events.
- 3. Student Welfare, Scholarships, and Support Initiatives.
- 4. Proposal and Approval Process for the New Programme
- 5. Environment and Community Outreach Activities.

The meeting was presided over by **Dr. M. Sumathi, Principal & Chairperson**, IQAC. The Co-ordinator **Dr. L. Rajesh** welcomed the members and presented the agenda.

### 1. Pledge Against Drug Abuse

Students and faculty participated in the pledge led by the Hon'ble Chief Minister of Tamil Nadu.

Resolution: Continue periodic anti-drug awareness programmes.

#### 2. "Each One Plant One" - Green Club & LIC Collaboration

Saplings were planted across the campus.

Resolution: Monitor plant growth and expand green patches inside the campus.

### 3. Cyber Safety & IQAC Awareness Programme

Experts discussed cyber threats and preventive measures.

Resolution: Strengthen the Cyber Safety Club and conduct hands-on training.

# 4. BDU Inter-Collegiate Men Cricket Tournament

The college successfully hosted the tournament.

**Resolution:** Upgrade sports facilities for future events.

#### 5. Translation Programme

Scheduled as part of language enrichment.

Resolution: Encourage inter-departmental participation.

#### 10. Archaeology Special Lecture

A lecture on ancient heritage and archaeology was conducted.

**Resolution:** Plan a field visit to nearby archaeological sites.

### 11. Cycle Rally – Garbage Awareness

Organised with Thanjavur Municipal Corporation.

**Resolution:** Conduct similar awareness programmes every semester.

# 12. Proposal for New Programme - B.Sc. Biotechnology II shift,

Draft proposal under preparation.

Resolution: Submit the proposal to Bharathidasan University at the earliest.

### 13. Quality Checking & Implementation of Protocols

IQAC reviewed data submission from departments.

Resolution: Departments must upload monthly reports to IQAC portal.

### 14. Moovalur Ramamirtham Pudhumai Penn Scheme

Scheme implementation reviewed

Resolution: Ensure error-free verification through class tutors.

#### 15. Student Saving Account Campaign - COE Office

Awareness programme conducted for financial literacy.

Resolution: Extend to all first-year batches.

## 16. NIRF Ranking (2023-2024) - Review

A comparative analysis was presented.

Resolution: Improve research output and outreach programmes.

#### 17. Teaching & Learning Methods – Review

Active learning methods and ICT tools evaluated.

Resolution: Conduct FDPs for innovative teaching pedagogy.

#### 19. Scholarships Review

- Pudhumai Penn
- Tamizh Pudhalvan
- · Various research fellowships

Resolution: Update scholarship database and assist students in application.

The Chairperson appreciated the proactive initiatives and urged timely documentation. The meeting ended with a vote of thanks by the IQAC Assistant Co-ordinator.

Dr.L.RAJESH

Co-ordinator
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