



# INTERNAL QUALITY ASSURANCE CELL SOURASHTRA COLLEGE (Autonomous)

(A Linguistic Minority Co-education Institution)

(Affiliated to Madurai Kamaraj University & Re-Accredited with 'B+' Grade by NAAC)

Vilachery Main Road, Pasumalai (P.O), Madurai-625004.

Website : [www.sourashtracollege.com](http://www.sourashtracollege.com) E-Mail : [soucollege@gmail.com](mailto:soucollege@gmail.com)

20.07.2022

## Circular

There will be an IQAC meeting on 25.07.2022, Monday.

Venue : Principal's Chamber

Time : 1.15 pm

Agenda:

1. Preparation of AQAR for the year 2021-22
2. IQAC year plan for the academic activities 2022-2023
3. Student Induction program for the freshers
4. Collecting teaching plan from the teachers for the academic year 2022-2023
5. Other matters, if any

IQAC coordinator

(Dr. T. D. Venkateswaran)

NAAC coordinator

(Dr. V. K. Vijayakumar)

Principal i/c

(Prof. N.H. Saravanan)

S.No	NAME (Dr./ Prof.)	POSITION/ DEPARTMENT	SIGNATURE
1	K.R. Srinivasan	Controller of Examinations	
2	T.N.K. Kavitha	Dean, Academic Affairs	
3	S.R.V. Ravindran	Director of Physical Education	
4	C.S. Vijayakumar	Librarian	
5	D.V. Jeyanthi	Placement Officer	
6	M. Balaji	Dean, Research	
7	K.M. Kavitha	Dept. of English	
8	K.V. Kannan	Dept. of English	
9	N.P. Krishnan	Dept. of Chemistry	
10	P. Ponraj	Dept. of Commerce	
11	R. S. Vignesh	Dept. of English	
12	K.G. Raja Sabarish Babu	Dept. of Business Administration	

13 M. RASASEKARAN

SIP, Coordinator



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### MINUTES AND ACTION TAKEN REPORT

To implement the decisions of the meeting of IQAC on 25.07.2022, the following actions are taken.

S. No.	MINUTES	ACTION TAKEN
1	To prepare IQAC year plan for the academic activities 2022-2023	IQAC Academic calendar prepared
2	To conduct student induction program in the first week of August	Conducted 'Student Induction Program' from 02.08.2022 to 05.08.2022
3	To request the Management to install a new R.O system near Two-wheeler parking	A new R.O system was installed near two-wheeler parking.
4	To collect teaching plan from the teachers for the academic year 2022-2023	Collected the teaching plan from teachers
5	To collect the data for preparing AQAR 2021-2022	Data collected for AQAR 2021-2022 and preparation started.

IQAC coordinator

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01.08.2022

### Circular

There will be an IQAC meeting with heads of the departments on 05.08.2022, Friday.

Venue : Principal's Chamber

Time : 1.15 pm

#### Agenda:

1. Preparation of AQAR for the year 2021-22
2. Department activities for 2022-2023
3. Other matters, if any

IQAC coordinator

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(Dr. V. K. Vijayakumar)

Principal i/c

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4	C.S. Vijayakumar	Librarian	
5	R. R. Kubendran	Dept. of Tamil	
6	M.S.Balaji	Dept. of Business Administration	
7	M.R. Rashila	Dept. of English	
8	J. Duraichamy	Dept. of Commerce	
9	V. Sathiyendiran	Dept. of Chemistry	
10	M.Venkatesh	Dept. of Botany	
11	A.K. Balasubramanian	Dept. of Physics	
12	K.G. Nalina	Dept. of Corporate Secretaryship	
13	Rohini Pandian	Dept. of Hindi	
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## MINUTES AND ACTION TAKEN REPORT

To implement the decisions of the meeting of IQAC on 05.08.2022, the following actions are taken.

S. No.	MINUTES	ACTION TAKEN
1	To inaugurate various clubs of the departments	<ul style="list-style-type: none"><li>• Department of Tamil inaugurated "Nadana Gopalar Mandram" on 26.08.022.</li><li>• Department of Chemistry inaugurated "The Chemistry Association" with a special lecture on 08.09.2022..</li><li>• Department of Corporate Secretaryship conducted fresher's Day on 21.09.2022</li></ul>
2	To conduct various programs in the departments	<ul style="list-style-type: none"><li>• Department of English organized a special lecture on "Post-colonial Literature" 08.05.2022.</li><li>• A Special Lecture was organized by Department of English on "Current Scenario in Indian Literature" on 26.08.2022.</li><li>• Department of Business Administration organised the guest lectures on 17.08.2022 and 18.08.2022 and a One-day Workshop on "Women Entrepreneurship Development" on 09.09.2022.</li><li>• Department of Hindi celebrated Hindi Day on 22.09.2022.</li><li>• Department of Computer Science organised a One-day Internal Workshop on "Data Science and Machine Learning" on 25.08.2022 and also organised a guest lecture on "Cyber Crime in Social Media" on 26.08.2022.</li><li>• Department of Chemistry organised a special lecture on "Application of Chelates in Medicinary Chemistry" on 08.09.2022.</li></ul>
3	To request the management to construct Concrete Paver Block Road for pedestrians	<ul style="list-style-type: none"><li>• Constructed Concrete Paver Block Road for pedestrians in the college main road.</li></ul>

  
IQAC coordinator

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29.08.2022

## Circular

There will be an IQAC meeting on 01.09.22, Thursday.

Venue : Principal's Champer

Time : 1.15 pm

### Agenda:


1. Preparation of AQAR for the year 2021-22
2. Value-Added Course for 2022-2023
3. Other matters, if any

  
IQAC coordinator




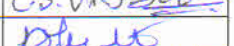








(Dr. T. D. Venkateswaran)

  
NAAC coordinator

(Dr. V. K. Vijayakumar)

  
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8	K.V. Kannan	Dept. of English	
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## MINUTES AND ACTION TAKEN REPORT

To implement the decisions of the meeting of IQAC on 01.09.22, the following actions are taken.

S. No.	MINUTES	ACTION TAKEN
1	To request the departments to conduct Value added Courses for 2022-2023	<ul style="list-style-type: none"><li>• Department of Chemistry conducted Value Added course on "Household Product Preparation" for third year Chemistry students from 05-09-2022 to 20-10-2022 and "Water Analysis" for the first-year chemistry students from 22-02-2023 to 30-03-2023.</li><li>• Department of Mathematics conducted Value Added Course on "Mathematics for Competitive Examinations" for the second year Mathematics students from 07-09-2022 to 28-10-2022.</li><li>• Department of Corporate Secretaryship conducted Value Added Course on "Tally E.R.P .9" from 07-10-2022 to .</li><li>• Department of physics conducted Value Added Course on "Data Analysis and Scientific Modelling" from 04-01-2023 to 25-02-2023 and "Wiring and Repairing Domestic Appliances" from 19-01-2023 to 13-04-2023 .</li><li>• Department of English conducted value-Added Course on "Conversational Skills" from 01-03-2023 to 13-04-2023 for Part II English students.</li><li>• Department Computer Science conducted Value added Course on "Cyber Security" from 13-03-2023 to 13-04-2023 for the third year Computer Science students.</li></ul>
2	To request the management to construct a separate car parking for staff	<ul style="list-style-type: none"><li>• A separate car parking arranged for staff near Silver Jubilee Hall.</li></ul>

  
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01.03.2023

## Circular

There will be an IQAC meeting with heads of the departments on 03.03.2023, Friday.

Venue : Principal's chamber

Time : 1.15 pm

Agenda:

- Preparation of AQAR for the year 2021-22
- Discussion about organising seminar/ conference / workshop for 2022-2023
- Other matters, if any

  
IQAC coordinator






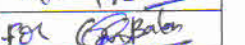



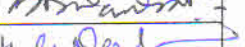

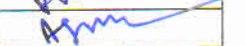


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Principal

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To implement the decisions of the meeting of IQAC on 03.03.2023, the following actions are taken.

S. No.	MINUTES	ACTION TAKEN
1	To organize seminar/ conference / workshop in the departments	<ul style="list-style-type: none"><li>• Department of Mathematics organized a one-day workshop on "Vedic Mathematics" 15.03.2023.</li><li>• Department of Chemistry organised a one-day International Seminar on "Recent Trends in Frontier Areas of Materials and Macromolecules" on 24.03.2023.</li><li>• Department of Computer Science organised a One-day Workshop on "React JS " on 24.03.2023.</li><li>• A National Seminar was organized by the PG and Research Department of English on "Indian Literature in Translation" on 13.04.2023.</li></ul>
2	To request the Management to lay new cement <sup>road</sup> at the college main road.	<ul style="list-style-type: none"><li>• A new cement concrete road was laid at the college main road.</li></ul>

IQAC coordinator

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NAAC coordinator

(Dr. V. K. Vijayakumar)

Principal

(Dr. S.R.V. Ravindran)