



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

E-Mail : soucollege@gmail.com

CIRCULAR

11-8-2021

A meeting of the core committee members of IQAC will be held on 12-8-2021, Thursday.

Venue : Principal's Chamber

Time : 3.00 pm

- Agenda:
1. Plan of action for the academic year 2021-22
 2. Other matters, if any

S.NO.	NAME (Prof./Dr.)	POSITION / DEPARTMENT	INITIAL
1	V.K.VIJAYAKUMAR	CO-ORDINATOR, NAAC	V.K.
2	K.R.SRINIVASAN	CONTROLLER OF EXAM	K.R.
3	T.N.K.KAVITHA	DEAN, ACADEMIC AFFAIRS	T.N.K.
4	S.R.V.RAVINDRAN	DIRECTOR OF PHYSICAL EDUCATION	S.R.V.
5	C.S.VIJAYAKUMAR	LIBRARIAN	C.S.
6	D.V.JEYANTHI	PLACEMENT OFFICER	D.V.
7	M.BALAJI	DIRECTOR, IPR CELL	M.B.
8	K.M.KAVITHA	DEPT. OF ENGLISH	K.M.
9	K.V.KANNAN	DEPT. OF ENGLISH	K.V.
10	N.P.KRISHNAN	DEPT.OF CHEMISTRY	N.P.
11	P.PONRAJ	DEPT.OF COMMERCE	P.P.
12	R.S.VIGNESH	DEPT.OF ENGLISH	R.S.
13	K.G.RAJA SABARISH BABU	DEPT.OF BUSINESS ADMN.	K.G.

COORDINATOR

(Dr.T.D.VENKATESWARAN)

CHAIRMAN & PRINCIPAL

(Prof.N.H.SARAVANAN)



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Minutes of the Meeting held on 12-8-2021

The following matters were discussed and resolved

1. To request the faculty members to attend Refresher/Orientation courses, FDP, Webinar, Seminar, Workshop, Conference
2. To request the faculty members to present research articles in the National/International Conferences and Journals in UGC CARE LIST
3. To request all the departments to organize FDP, Webinar, Seminar, Workshop, Conference
4. To request all the departments to conduct Value-added courses
5. to request each department Head to give the plan of action for the current year 2021-22

Members Present:

S.NO.	NAME (Prof./Dr.)	POSITION / DEPARTMENT	SIGNATURE
1	V.K.VIJAYAKUMAR	CO-ORDINATOR, NAAC	
2	K.R.SRINIVASAN	CONTROLLER OF EXAM	
3	T.N.K.KAVITHA	DEAN, ACADEMIC AFFAIRS	
4	S.R.V.RAVINDRAN	DIRECTOR OF PHYSICAL EDUCATION	
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COORDINATOR

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(Prof.N.H.SARAVANAN)



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ACTION TAKEN REPORT

To implement the decisions of the meeting of IQAC on 12.08.2021, the following actions are taken.

S.No	Decision	Action Taken	
		Programme	Total Number of faculties attended
1	To request the faculty members to attend Refresher / Orientation Courses, FDP, Webinar, Seminar, Workshop, Conference	Refresher/Orientation	22
		FDP	36
		Webinar	62
		Seminar	13
		Workshop	16
		Conference	11
		Symposium	2
		Teacher Training	2
2	To request the faculty members to present research articles in the National/International Conferences and Journals in UGC CARE List	30 research papers published in various research journals	
3	To request all the departments to organize FDP, Webinar, Seminar, Workshop, Conference	112 Programs are organized	
4	To request all the departments to conduct Value-Added Courses	13 Value-Added Courses conducted	

COORDINATOR

(Dr. T.D. Venkateswaran)



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CIRCULAR

12-10-2021

A meeting of the IQAC will be held on 13-10-2021 ,Wednesday.

Venue : Principal's Chamber

Time : 3.00 pm at Principal's Chamber

Agenda : 1. AQAR 2020-21 report submission

2. Other matters, if any

S.NO.	NAME (Prof./Dr.)	POSITION / DEPARTMENT	INITIAL
1	V.K.VIJAYAKUMAR	CO-ORDINATOR, NAAC	V.K.
2	K.R.SRINIVASAN	CONTROLLER OF EXAM	K.R.
3	T.N.K.KAVITHA	DEAN, ACADEMIC AFFAIRS	T.N.K.Kavitha
4	S.R.V.RAVINDRAN	DIRECTOR OF PHYSICAL EDUCATION	S.R.V.
5	C.S.VIJAYAKUMAR	LIBRARIAN	C.S. Vijayakumar
6	D.V.JEYANTHI	PLACEMENT OFFICER	D.V.
7	M.BALAJI	DIRECTOR, IPR CELL	M.B.
8	K.M.KAVITHA	DEPT. OF ENGLISH	K.M. Kavitha
9	K.V.KANNAN	DEPT. OF ENGLISH	K.V. Kannan
10	N.P.KRISHNAN	DEPT.OF CHEMISTRY	N.P.
11	P.PONRAJ	DEPT.OF COMMERCE	P.P.
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Minutes of the Meeting held on 13-10-2021

The following matters were discussed and resolved

1. To discuss and analyse AQAR 2020-21 reports by the criteria heads
2. To request Heads of the Department to carry out the activities on time and further asked to send the reports to IQAC through mail with supporting documents

Members present:

S.NO.	NAME (Prof./Dr.)	POSITION / DEPARTMENT	SIGNATURE
1	V.K.VIJAYAKUMAR	CO-ORDINATOR, NAAC	
2	K.R.SRINIVASAN	CONTROLLER OF EXAM	
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ACTION TAKEN REPORT

To implement the decisions of the meeting of IQAC on 13.10.2021, the following actions are taken.

S. No.	Decision	Action taken
1	To discuss and analyses AQAR- 2021-22 reports by the Criteria heads.	AQAR 2020-21 report was discussed and analysed with Criteria heads and finalized it to submit in the NAAC portal.
2	To request Heads of the department to carry out the activities on time and further asked to send the reports to IQAC through mail with supporting documents.	IQAC received various department activities report and supportive documents through mail.

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CIRCULAR

22-12-2021

A meeting of the IQAC will be held on 23-12-2021, Thursday.

Venue : Principal's Chamber

Time : 3.00 pm at to discuss the following matters

- Agenda :
1. AQAR 2020-21 report submission
 2. To prepare reports for NIRF-2022, AISHE-20-21
 3. Other matters, if any

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1	V.K.VIJAYAKUMAR	CO-ORDINATOR, NAAC	V.K.
2	K.R.SRINIVASAN	CONTROLLER OF EXAM	K.R.
3	T.N.K.KAVITHA	DEAN, ACADEMIC AFFAIRS	T.N.K. Kavitha
4	S.R.V.RAVINDRAN	DIRECTOR OF PHYSICAL EDUCATION	S.R.V.
5	C.S.VIJAYAKUMAR	LIBRARIAN	C.S. Vijayakumar
6	D.V.JEYANTHI	PLACEMENT OFFICER	D.V. Jeyanthi
7	M.BALAJI	DIRECTOR, IPR CELL	M. Balaji
8	K.M.KAVITHA	DEPT. OF ENGLISH	K. M. Kavitha
9	K.V.KANNAN	DEPT. OF ENGLISH	K. V. Kannan
10	N.P.KRISHNAN	DEPT. OF CHEMISTRY	N.P. Krishnan
11	P.PONRAJ	DEPT. OF COMMERCE	P. Ponraj
12	R.S.VIGNESH	DEPT. OF ENGLISH	R. S. Vignesh
13	K.G.RAJA SABARISH BABU	DEPT. OF BUSINESS ADMN.	K.G. Raja Sabarish Babu


COORDINATOR
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Minutes of the Meeting held on 23-12-2021

The following matters were discussed and resolved

1. To ask Criteria heads to verify AQAR – 2020-21 report
2. To collect data to prepare NIRF-22 report
3. To collect data to prepare AISHE 2020-21 report

Members present:

S.NO.	NAME (Prof./Dr.)	POSITION / DEPARTMENT	SIGNATURE
1	V.K.VIJAYAKUMAR	CO-ORDINATOR, NAAC	
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ACTION TAKEN REPORT

To implement the decisions of the meeting of IQAC on 23.12.2021, the following actions are taken.

S. No.	Decision	Action taken
1	To ask Criteria heads to verify AQAR- 2021-22 report	AQAR 2020-21 report was verified by Criteria heads to submit in the NAAC portal.
2	To collect data to prepare NIRF-2022 report	Data collected to prepare NIRF-2022 report
3	To collect data to prepare AISHE-2021-2022 report	Data collected to prepare AISHE 2020-2021 report


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