

IQAC Meeting Details			
S.No	Date	Minutes	ATR
1	20-06-2018	It is resolved to complete the SSR data preparation work within stipulated time. 2. It is decided to fix responsibility to write the executive summary of the report. 3. It is decided by the management to depute. Dr.J Duraichamy to visit departments to collect data	The Managing Committee provide one additional computer to the IQAC. 2. A senior members committee is setup to advice departments for SSR data and record preparation. 3.The functioning time of IQAC is extended to 6.00 p.m. 4. Management depute Mr. R.Sankar Ganesh Computer System Admin to the IQAC
2	03-07-2018	1. It is decided to conduct the heads meeting once in a week 2. It is decided to submit the data without any delay 3. It is decided to request the secretary to be in the college from 2p.m to 4p.m to carry out the NAAC work on all working days 4. It is requested to complete the following tasks this week. (i).submission of seminar/Conference/Workshops - attended/participated/presented for the last five years. (ii) Feed back Analysis report (iii).Evaluative report of the departments (iv).Individual achievements certificates. (v). Lesson plan for the past five years. 5. Teaching Experience 6.Dr.J.Duraichamy and one of the IQAC Member is assigned to collect the data from both aided self-finance departments in person and it will be reported to the management by them	It is resolved to carry out all the activities discussed in the meeting within the stipulated time. It is accepted unanimously by all the members present in the meeting
3	28-08-2018	1. The president of Sourashtra College Council, Shri, V.G.Ramdoss appreciated the staff members who have completed their additional responsibility task and submitted their reports. 2. He insisted that all the members should cooperate and coordinate and work towards the upliftment of the college.All should join hands in getting 'A' grade from NAAC 3. He said that the discipline of the students should not be compromised at any cost 4.He urged the staff members to come out with their grievance, hindrances in completing the task assigned to them. 5. He Questioned the staff individually and persuaded them to complete the task at the stipulated time and gave many suggestions 6.The president also emphasised that the members should work in such a way that all the students should be well-placed in future and then only their service would become more meaningful 7. He said that a review meeting would be conducted after 20days 8. The seniormost executive member of managing committee , Shri. T.R.Gokuldoss mentioned that the staff members were very fortunate to get approachable management. The staff members could approach him at any time and address their grievance. 9.the coordinator, IQAC, Dr.Lt.K.R.Srinivasan proposed of thanks. He requested all the members to complete the task and cooperate him in all the activities related to IQAC	Principal asked all the staff members prepare well for the next review meeting
4	30-08-2018	It is resolved to extend the College Working hour in the afternoon session up to 4.30p.m for all the teaching staff for IQAC work	Principal sent the circular to all the staff mention the college time up to 4.30 p.m

5	04-09-2018	1.It is resolved to appoint to them of internal Mock team under the headship of prof.T.K.Vishnuram 2. It is resolved to implement the suggestion of them with the knowledge of the management 3. It is decided to request the heads to display the records and files to internal MOCK team 4.It is resolved request the magement to conduct pre-visit meeting	1. An Internal Mock team constituted under the headship of Prof. T.K.Vishnuram with seven senior members 2. List of suggestions from the team is received for further activities 3. Department files and records prepared and displayed during internal MOCK visit 4. Management of the college act positively to the request item of IQAC in the constintened of meeting with heads of the departments
6	12-09-2018	It is resolved to verify all the students E-mail- id	1. The Best practices adopted by the college discussed criteria wise and data collected from the dept for SSR preparation. 2 .All the students email verified through dept faculty member
7	18-09-2018	It is resolved to collect the supporting documnts from additional responsibility co-ordinators	Supporting Documents of Various programmes conducted during the current academic year are collected from additional responsibility teachers
8	24-09-2018	1.It is requested to collect photo evidence from various dept activities.2. It is request to Consolidate Academic Audit Report.3. It is requested to inform the students about the creation of Department Blogs	1.Photo evidence collected for various activities of the Dept.2. Academic audit reports collected & consolidated.
9	29-09-2018	1 It is resolved to established institutional Acadamic Integrity Panel - IAIP in the college 2. It is decided to create a blog for each department 3. It is decided to follow google class room in all the departments to academically update the students 4. It is requested to maintain the copies UG and PG projects and also M.Phil thesis in their respective departments 5. It is resolved to Keep the copy of the Ph.D dissertation(hard and soft)in the research departments	Departments are asked to maintain the hard copies of UG, PG and M.Phil Projects. Departments are asked to maintain the soft and hard copy of the Ph.D Dissertation
10	12-01-2019	It is resolved to prepare PPT preparation to all the departments	1. Preparation work for NAAC visit 2. Management assign duties to an teachers for NAAC Visit 3.PPT Preparation given by heads in the principal's room
11	07-03-2019	It is resolved to visit all the departments by IQAC members to check the preparatory work for NAAC peer team visit	Two IQAC Member allotted for each department to check the preparatory work for NAAC peer team visit and also requested the IQAC member to check all the dept files
12	16-03-2019	1. Dr.K Gnanasekar, IQAC Coordinator, American College and Dr.N.Arun Nagendran, IQAC Coordinator,Thiyagarajar college asked the departments to preparethe powerpoint presentations to high light the department activities before the NAAC peer team. 2. IQAC Coordinator asked to display all the department files for display in the department	It is resolved to update all the files in the dept before NAAC visit