

SRI SANKARA ARTS AND SCIENCE COLLEGE

Autonomous

A Unit of Sri Kanchi Kamakoti Peetam Charitable Trust and
Affiliated to University of Madras

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Minutes of the IQAC Meeting held on 25.05.2023

Venue: Board Room

Participants:

1. Dr. K.R. Venkatesan, Principal and Chairman-IQAC
2. Mr. S. Hariharan, Assistant Professor, Dept. of CS and IQAC Coordinator
3. Dr. S. Sivakumar, Associate Professor, Dept. of Biochemistry and COE
4. Dr. B. Ramesh, Professor and Head, Dept. of Biotechnology and Dean, Academics
5. Dr. N. Rangarajan, Associate Professor and Head, Dept. of Biochemistry
6. Mr. R. Krishnamurthy, Assistant Professor and Head, Dept. of Computer Science
7. Dr. G. Suresh, Assistant Professor and Head, Dept. of Microbiology
8. Mr. M. Venkatesan, Assistant Professor, Dept. of Commerce
9. Dr. K. Naveen Kumar, Assistant Professor, Dept. of English
10. Dr. J. Radhakrishnan, Assistant Professor and Head, Dept. of Tamil
11. Dr. R. Veerasivaji, Assistant Professor and Head, Dept. of Mathematics
12. Dr. R. K. Balachandar, Assistant Professor and Head, Dept. of Physics
13. Dr. A. Vikraman, Assistant Professor, Dept. of Business Administration
14. Mrs. S. Geetha, Librarian
15. Mr. M. Ganapathi, NSS Programme Officer
16. Mr. M. Seshagiri, Administration Officer
17. Mr. S. Vijayaragavan, Accountant

Agenda of the Meeting:

- To discuss and review on student's feedback report for the year 2022-23.
- To discuss on data requirements from various Departments, College office, accounts/finance, COE, Library, Sports, etc. for the submission of AQAR for the year 2022-23.
- To discuss on the documents/reports needed for submission of AQAR.
- To ascertain the contents to be displayed in college website as required by AQAR.

Proceedings of the Meeting:

- The meeting started with a welcome address being delivered by Mr. S. Hariharan, IQAC-Coordinator.
- IQAC-Coordinator read the minutes of the previous meeting held on 06.03.2023 and informed the members on the agenda of today's meeting.

Discussion and Review on Student's Feedback Report for the Year 2022-23:

- IQAC-Coordinator placed the feedback report for the academic year 2022-23 for discussion and approval.
- Principal and IQAC Chairman asked the respective Department HoDs to prepare and submit Action Taken Report based on the online feedback responses registered by various stakeholders of the Institution.

Discussion on Data Requirements for AQAR-Submission for the Year 2022-23:

- IQAC-Coordinator dealt on the data requirements from various Departments, College office, Accounts / Finance, COE, Library, Sports, etc. for the preparing and submission of AQAR for the year 2022-23.
- Principal informed the members to collect placement details and higher education details from the final year students and insisted on preparing accurate data and on timely submission of all the data pertaining to the academic year 2022-23.

Discussion on Documents & Reports needed for Submission of AQAR for the year 2022-23:

- IQAC-Coordinator listed out the documents and reports needed for submission of AQAR.
- Principal informed the members to prepare various Reports such as Field Visits Report, Reports of student's projects & Internship, COE annual Report, etc.



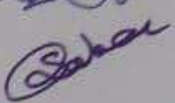


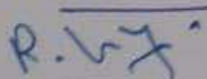
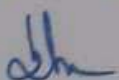
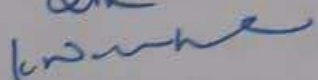
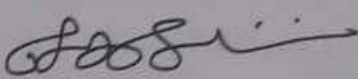

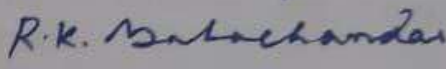

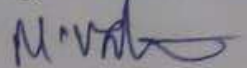
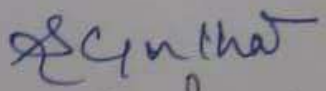
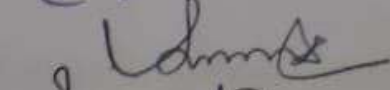
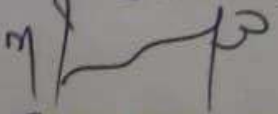
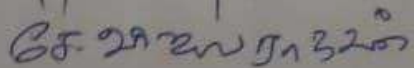
Ascertaining the Contents to be displayed in College Website as Required by AQAR:

- IQAC-Coordinator listed out the contents and data to be uploaded in the College website.
- Principal informed the website administrator to confirm the presence of data relevant to the current year in the Institution's Website, such as Academic Calendar, BoS Minutes

pertaining to Syllabus change, Programme Outcomes and Course Outcomes for all Programmes, etc.,

The meeting concluded with the vote-of-thanks delivered by Dr. A. Vikraman, Assistant Professor, Dept. of Business Administration.

Signature:

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| 1. Dr. K.R. Venkatesan | -  |
| 2. Mr. S. Hariharan | -  |
| 3. Dr. S. Sivakumar | -  |
| 4. Dr. B. Ramesh | -  |
| 5. Dr. N. Rangarajan | -  |
| 6. Mr. R. Krishnamurthy | -  |
| 7. Dr. G. Suresh | -  |
| 8. Dr. K. Naveen Kumar | -  |
| 9. Dr. J. Radhakrishnan | -  |
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