

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 IQAC Meeting held on 14.07.2025

Venue: Board Room

Participants:

1. Dr. K.R. Venkatesan, Principal and Chairman-IQAC
2. Mr. S. Hariharan, Assistant Professor and IQAC Coordinator
3. Dr. S. Sivakumar, Associate Professor, Dept. of Biochemistry
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 and Head, Dept. of Commerce
9. Dr. K. Naveen Kumar, Assistant Professor, Dept. of English & COE
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. Mr. M. Soundarrajan, Librarian (In charge)
15. Mr. M. Ganapathy, NSS Programme Officer
16. Mr. M. Seshagiri, Administrative Officer
17. Mr. S. Vijayaragavan, Accountant

Agenda of the Meeting:

- To discuss on the feedback received from the stakeholders in the odd and even semesters for the academic year 2024-25 and to deliberate on the action to be taken based on the feedback received.


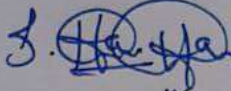
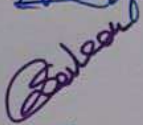

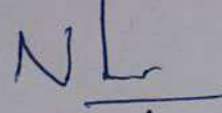
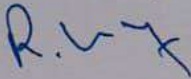

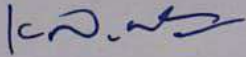


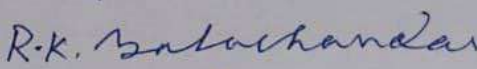

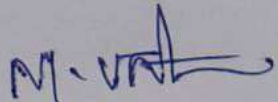
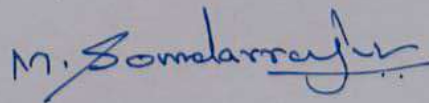


- To discuss on the introduction of Digital Course File for the academic year 2025-26 and to take up Academic Audit through online mode.
- To discuss on implementation of OBE attainment process in the Internal Examination for the academic year 2025-26.
- To discuss quality assurance strategies to be adopted to enhance the overall quality of the institution.

Proceedings of the Meeting:

- The welcome address was delivered by Mr. S. Hariharan, IQAC-Coordinator.
- The coordinator brought up the discussion on feedback received from various stakeholders for the odd and even semesters of the academic year 2024-25.
- The members discussed on the negative feedback received on various fronts from the stakeholders, such as students, parents, alumni, teachers, employers, etc. The appropriate actions that are to be taken in response to the negative feedback were also discussed and finalised.
- The Principal insisted that the OBE attainment process has to be carried out for the internal CIA examination, along with End-semester examinations. The principal also informed the Internal Examination Committee to make necessary arrangements for compliance with the OBE attainment process.
- The Principal suggested maintaining the course file as a digital copy and creating a structure accordingly in the Google Drive to store the course file as a soft copy.
- The Principal informed to the members that an FDP related to e-Documentation will be organized to enable the faculty members to be better equipped to maintain the course file as a digital copy.
- The Principal also suggested undertaking the Academic and Administrative Audit (AAA) through online mode with the Internal Auditors.
- The Principal insisted on improving the research publications of teachers in all the Departments of the College and asked the HoDs to motivate the staff members to involve themselves more in books and chapter publications. The Principal also stressed that teachers should publish their research articles in quality journals such as Scopus, Web of Science.

- The principal and IQAC Chairman reiterated to undertake quality-related activities such as organizing workshops, FDPs, and conferences in various departments of the College.
- The meeting concluded with the vote of thanks being delivered by Dr. R. K. Balachandar, Head & Assistant Professor, Department of Physics.

Signature:

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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11. Dr. R. K. Balachandar - 
12. Dr. A. Vikraman - 
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