



ENATHUR, KANCHIPURAM - 631 561.

Phone : 044 - 27264066

Mail : admin@sankaracollege.edu.in Website : www.sankaracollege.edu.in

### Minutes of IQAC Meeting held on 25.08.2023

**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. Dr. Kumaran, Assistant Professor, Dept. of Microbiology
15. Mrs. S. Geetha, Librarian
16. Mr. M. Ganapathi, NSS Programme Officer
17. Mr. M. Seshagiri, Administration Officer
18. Mr. S. Vijayaragavan, Accountant

#### **Agenda of the Meeting:**

- To discuss data collection and preparatory work for submitting AQAR 2022-23.
- Discuss various policies and procedures that need to be adopted for the welfare of the Institution.





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- 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 principal insisted on collecting AQAR data from all the Departments concerned and to start compiling the draft AQAR for the academic year 2022-23.
- The Principal advised that all the Departments adhere to the Standard Operating Procedures (SOPs) issued by NAAC towards preparing the AQAR for the year 2022-23.
- The IQAC coordinator listed out and discussed the required documents concerning all the quantitative metrics of the AQAR 2022-23.
- The members were informed to prepare and give their write-ups for various qualitative metrics of AQAR 2022-23.
- IQAC Coordinator set the last date for submission of data and documents as 5.10.2023 and insisted on timely submission of data and documents for all qualitative and quantitative metrics.
- The principal shed light on framing policies for enhancing Research facilities, upgrading IT infrastructure, etc. The procedures and practices to be adopted for the maintenance of physical and infrastructure facilities of the Institution were also discussed.
- The principal and IQAC Chairman reiterated to undertake quality-related activities such as organizing workshops, FDPs, and conferences in the College.
- The meeting concluded with the vote of thanks being delivered by Dr. A. Vikraman, Head & Assistant Professor, Department of Business Administration.

### Signature:

1. Dr. K.R. Venkatesan -

2. Mr. S. Hariharan -

3. Dr. S. Sivakumar -



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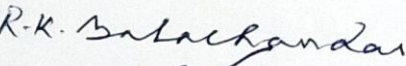
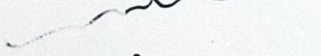

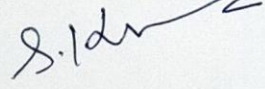
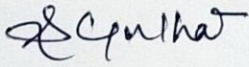
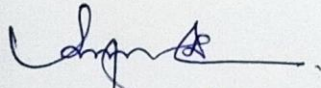
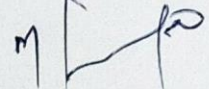
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