



SOURASHTRA COLLEGE, MADURAI. (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.

Contact No.: 87542 09994

🌐 sourashtracollege.com

87542 08885

✉ soucollege@gmail.com

NAAC CYCLE IV – SELF STUDY REPORT

Criterion VI	GOVERNANCE LEADERSHIP AND MANAGEMENT
Key Indicator 6.3.2	FACULTY EMPOWERMENT STRATEGIES
Q₆M 6.3.2	FINANCIAL SUPPORT GIVEN TO TEACHERS
Year	2018 – 2023

Financial Assistance Letter

Sample copy

From

Dr. A.K. Balasubramanian
Head, Department of Physics
Sourashtra College
Madurai – 625 004.

To

The Secretary
Sourashtra College
Madurai – 625 004.

Through

The Principal
Sourashtra College
Madurai – 625 004.



Respected Sir,

Sub.: Reimbursement of Rs. 5980/- for the expenses incurred in State Level Seminar on Recent Trends in Physics – 21.03.2023 – reg.

I extend my sincere thanks to our College Management Council and Principal for having given the financial support and permitting us to conduct one day State Level Seminar on “Recent Trends in Physics” on 21.03.2023. Herewith I am enclosing the Original bills and expenditure details for the amount Rs. 5980 /- towards the Seminar. I kindly request you to reimburse the same as early as possible.

Thanking You,

Madurai
29.3.2023

Yours Sincerely,

(Dr. A.K. Balasubramanian)

Encl:

1. Expenditure details
2. Original bills for Rs. 5980 /-

SRV. Pravinidhar

CHEQUE NO. 017403
CHEQUE Date. 31/3/23
CHEQUE Amt. 5980
A/C. No. 32
FAVOUR NAME

Received the cheque
A.K. Balasubramanian
11/4/23.

30.3.2023

From

O.K.Hariharan
Head - BCA Dept.
Sourashtra College,
Madurai.

To

The Secretary, Sourashtra College.

Through : The Director - SF



Sub : Reimbursement of expenses made for organizing intra-college competition on various date

Respected sir,

Please find herewith the details of expenses made on various data for organizing the above program.

Details of expenses incurred

<u>Sl.No</u>	<u>Date</u>	<u>Particulars</u>	<u>Amount</u>
1.	13.03.23	Gift Shield from Syed Arts & Crafts	240.00
2.	16.03.23	Gift Shield from Syed Arts & Crafts	1280.00
3.	22.03.23	150 Nos Certificate and 17 Shield sticker printing chgs. from M/s.Muthu Computer by Inv.No. 1313	2124.00
4	25.03.23	OHP pen for certificate writing from Santhi Store by Inv.no 270	30.00
Total Exp.			<u>3674.00</u>

Kindly acknowledge the same and issue the cheque in favour of O.K.Hariharan for Rs.3674/- (Three thousands six hundred and seventy four only)

Thank you.

Yours faithfully

HEAD - BCA

Encl : Cash Bill

CHEQUE No. 017288

CHEQUE Date. 30/3/23

CHEQUE Amt. 3674.

A/C. No. 82

FAVOUR NAME O.K. Hariharan

Handwritten notes:
Recd on 1/4/23
[Signature]

From

Dr.V.K.Vijayakumar
HOD of Computer Science
Sourashtra College
Madurai-4

28-3-2023



To

The Secretary
Sourashtra College Council
Madurai-4

SECRETARY
SOURASHTRA COLLEGE
MADURAI-625 004

Through

The Principal
Sourashtra College
Madurai-4

CHEQUE NO. 017286
CHEQUE Date. 29/3/23
CHEQUE Amt. 5324
A/C. No. 32
FAVOUR NAME V.K.Vijayakumar.

Sir,

Sub: Request for reimbursement for conducting one day Workshop on 24-03-2023 - reg

With your Blessings and support, we have successfully conducted a one-day Workshop on "React JS" to our Final year B.Sc.Computer Science students on 24-03-2023. The Resource person "Mr.T.MUTHUVIJAYARAJA" has given a very good hands on training on the latest technology to our students. We wholeheartedly thank you once again Sir, for providing a wonderful opportunity to our students to learn a new technology.

The actual expenses for conducting the Workshop is given below for your perusal & reimbursement.

S.No.	Bill/ Voucher No. with Date	Item Description	Amount (in Rs.)
1.	Voucher no.1 dt 24-03-2023	Honorarium and Travelling allowance given to the Resource person Mr. T.MUTHUVIJAYARAJA for given the hands on training to the students	3500.00
2	Bill no.2 dt 24-03-2023	LUNCH to Resource person	245.00
3	Bill no.2265 dt 24-03-2023	CURD RICE to Resource person	74.00
4	Bill No.217 dt.25-3-2023	Certificate Design & Color Printing charges	1025.00
5	Bill dt.24-03-2023	Tea to Students	480.00
Total expenses			5324.00

We request You Sir, to reimburse a sum of Rs.5324/= (Rupees Five thousand three hundred and twenty four only) at the earliest. The Bills & Vouchers are enclosed for your perusal.

Thank You

Yours faithfully,

Organizing Secretary
(Prof. K.P.GNANESH)

Convenor & HOD

(Dr.V.K.VIJAYAKUMAR)

Received
Cheque for
Rs. 5324/-
28/3/23

From

Dr. J. Duraichamy

Head & Assistant Professor

Department of Commerce and Research Centre

Sourashtra College

Madurai - 04.

To

The Secretary & Correspondent

Sourashtra College (Autonomous)

Madurai - 04.

Through

The Principal (i/c)

Sourashtra College (Autonomous)

Madurai - 04.



Respected Sir,

Sub: Tentative Budget Proposal - Commerce - One day International Conference - reg.

We, the Department of Commerce and Research Centre have planned to conduct one day International Conference on March 14, 2023 (Tuesday). The Budget Proposal for the International Conference is given below.

BUDGET Proposal for the Conference

S. No.	Expenditure Details	Amount (Rs.)
1	Conference Flex Banner	1200.00
2	Memento to Resource Persons (2)	1000.00
3	Dr. T. R. Gurumoorthy - Resource Person (Conveyance)	2500.00
4	Invitation	500.00
5	Certificates	1000.00
6	Lunch (180 Students x Rs.60 = Rs.10800)	10800.00
7	Tea and Biscuit	600.00
8	Postal Charges with Cover	400.00
9	File, Pen and Pad	4000.00
10	Mic set Expenses	3500.00
11	Miscellaneous	1000.00
	Total Expenditure	26500.00
	Registration Amount will be collected from students (180 Students @ 100 each)	18000.00
	Expected Balance amount from the Management	8500.00

I request you to consider and do the favour.

Thank you

Place: Madurai

Date: 01.03.2023

Yours Sincerely,

J. Duraichamy
(Dr. J. Duraichamy)

CHEQUE NO. 017285

CHEQUE Date. 23/3/23

CHEQUE Amt. 9686.

A/C. No. 32

FAVOUR NAME J. Duraichamy.

*Received cheque
J. Duraichamy
[HOD] 30/03/2023*

From

N. H. SARAYANAN,
Head & Associate Professor,
Dept of Mathematics, Sourashtra college,
Madurai-4

17.03.2023

Madurai



To

The Secretary and correspondent,

Sourashtra college,
Madurai-4.

CHEQUE NO. 017263
CHEQUE DATE. 23/3/23
CHEQUE AMT. 4620
A/C. NO. 32
FAVOUR NAME N. H. Sarayanan.

Through

The Principal,
Sourashtra college,
Madurai-4.

SECRETARY
SOURASHTRA COLLEGE
MADURAI-625 004

Respected Sir,

We thankfully inform you that we have successfully completed one day workshop on Vedic Mathematics. We submit the expenses details with the supporting Bills and vouchers.

1) Honorarium To PROF R. JAYABALAN	Rs 1500-
PROF K. VINOBA	Rs 1500-
2) Afternoon Lunch (4 nos.)	Rs 800-
3) Sweet and Karam	Rs 300-
4) Tea (Morning & Afternoon)	Rs 300-
5) Rangoli & other welcome materials	Rs 220-
	<hr/>
	Rs 4,620-

Kindly reimburse the amount Rs 4620/-

(Rupees Four thousand Six hundred and Twenty only) towards the above expenses.

Thanking you.

Sr Raminidur

Received the yours faithfully,
Cheque N.H. Sarayanan
17/03/2023

13.3.2023

From

Dr. S. M. Nandini
Asst. Professor of English
Coordinator of Gandhian Thought Studies
Sourashtra College,
Madurai

To

The Secretary,
Sourashtra College,
Madurai

VOUCHER
No.
8/8

Through
The Principal (i/c)
Sourashtra College, Madurai

Respected Sir,

Sub: Requesting Reimbursement of Honorarium - reg

We've conducted CGT orientation Programme on 9.3.2023. Dr. R. Devadoss, Principal, Institute of Gandhian Studies and Research acted as Resource person. I request you to reimburse the expenses on that day. Rs 1000 as Honorarium for Resource person and Rs 200 for refreshment

Thank you

Yours sincerely,
S.M.Nandini

S.M. Nandini

~~Name~~

SECRETARY
SOURASHTRA COLLEGE
MADURAI-625 004

CHEQUE No. 017250
CHEQUE Date. 16/3/23
CHEQUE Amt. 1200
A/C. No. 32
FAVOUR NAME S.M. Nandhini

Received
S.M.Nandini

14.3.23

From
 S K. Kanchana
 Convenor,
 Women Empowerment Cell,
 Sourashtra College, Madurai

To
 The Secretary & Correspondent,
 Sourashtra College, Madurai

Through
 The Principal
 Sourashtra College, Madurai

Respected Sir,

VOUCHER
 No.
 876

Sub: Requesting to grant amount spent on
 International Women's Day - 08.03.2023 - Reg.

On behalf of Women Empowerment Cell, we
 have celebrated International Women's Day on
 08.03.2023. I have enclosed the expenses on
 that day. Kindly grant the amount of Rs. 3,218/-
 (Three thousand two hundred and eighteen only)

Thank You,

S.K. Kanchana

Yours truly,
 Shumana
 (S. K. Kanchana),

Shumana

SECRETARY
 SOURASHTRA COLLEGE
 MADURAI-625 004

Received cheque amt
 of Rs 3218/-
 Shumana
 24/3/23

CHEQUE NO. 017248
 CHEQUE Date. 16/3/23
 CHEQUE Amt. 3218
 A/C. No. 32
 FAVOUR NAME S.K. Kanchana,



சிஷ்யர்கள்

சு.கி. லட்சுமி,
உதவிய பேராசிரியர், துணைத்தலைவர்,
சென்னை அறிவுக் கல்லூரி,
கியந்தை வாழ்வியல் மன்றம்,
சென்னை அறிவுக் கல்லூரி,
மதுரை.

SECRETARY
SOURASHTRA COLLEGE
MADURAI-625 004

பெற்றோர்

உயர்த்தி செவனர் அலர்கள்,
சென்னை அறிவுக் கல்லூரி,
மதுரை.

அவர்

உயர்த்தி முதல்வர் அலர்கள்,
சென்னை அறிவுக் கல்லூரி,
மதுரை.

VOUCHER
No.
793

செய்தியறிவிப்பு

பொருள்: கியந்தை வாழ்வியல் மன்றம் சென்னை
சென்னைக் கல்வியியல் கல்வியியல்.

உணக்கம். கியந்தை வாழ்வியல் மன்றம் சார்பில்
02.03.23 ஆம் நாள் உதவியுணர்வு சென்னை அறிவு
நடத்திய பெற்றோர் நிகழ்ச்சியில் கலந்து கொண்டு
சிறப்புரைவாழ்ந்த சி. P. அன்புசுவர் அலர்களுக்கு
கல்லூரியின் சார்பில் ரூ 1000/- அளவிற்கு அடிக்கப்பட்ட
உபதரிப்பிற்காக (சிறப்பு அருள்நிதி மற்றும் 50 மாணவர்கள்)
சென்னை அறிவுக் கல்லூரி, கல்வியியல், கல்வியியல்
ஆகியவற்றை வாங்க ரூ 305/- சென்னை அறிவுக்
மன்றம் தொகையை (ரூ.1000+ரூ.305) அடிக்கப்பட்ட
கேட்கக் கொள்கிறோம்.

நன்றி.

மதுரை

சு.கி. லட்சுமி

03-03-23.
CHEQUE No. 017231
CHEQUE Date. 6/3/23
CHEQUE Amt. 1305
A/C No. 32
YOUR NAME K.R. Lakshmi

Received
சு.கி. லட்சுமி

The Head
Department of Chemistry



Sourashtra College (Autonomous)
Madurai – 625 004

02.03.2023

To

The Secretary
Sourashtra College
Madurai – 4



Through

The Principal,
Sourashtra College,
Madurai – 4

[Signature]
SECRETARY
SOURASHTRA COLLEGE
MADURAI-625 004

Respected Sir,

I wish to inform that the expenses carried out for the National Science Day on 28.02.2023. I request you to kindly reimburse the sum of **Rs. 1452/-** (Rupees One thousand four hundred and fifty two only) for the above said expense.

Details of Expenditure

1. Refreshment	-	Rs. 1102/-
2. Memento for Chief guest	-	Rs. 350/-

		Rs. 1452/-

Thanking you,

Yours faithfully,

[Signature]
(V.SATHIYENDIRAN)

SRV. Ramesh

*Recd
Mr
12-3-2023*

CHEQUE No. 017230
CHEQUE Date. 6/3/23
CHEQUE Amt. 1452
A/C. No. 32
FAVOUR NAME V. Sathiyendiran

Dept. email id – souchemistrydept@gmail.com

From

The Head,
Dept., of Corporate Secretaryship,
Sourashtra college,
Madurai - 4.



Amul

TO
The Secretary & correspondent,
Sourashtra college,
Madurai - 4

Through,
The Principal i/c,
Sourashtra college,
Madurai - 4.

Respected Sir,

sub: Reimbursement of seminar expenditure - req.

Kindly reimburse the National level seminars incurred expenditure of Rs 1300/- (Rupees One Thousand three hundred only) to Mrs. K. G. Nalina, SB - A/c No: 5304101001997, Canara Bank, Pasumalai, Madurai. I have also enclosed the overall income & expenditure statement with evidence for your reference.

Kindly do the needful.

Thank You,

Madurai

04/11/2022.

Yours faithfully,
K. G. Nalina

CHEQUE No. 016968
CHEQUE Date. 7/11/2022
CHEQUE Amt. 1300
A/C. No. 32
FAVOUR NAME K. G. Nalina.

Received,
K. G. Nalina
08/11/2022

27-2-2019

From

Dr.V.K. Vijayakumar
HOD of Computer Science
Sourashtra College
Madurai

To

The Secretary
Sourashtra College Council
Madurai

Through

The Principal
Sourashtra College Council
Madurai

Sir,

Sub: Computer Science-National Seminar-Accounts submission
Under Registration fee collection – Reg.



[Signature]
SECRETARY
SOURASHTRA COLLEGE
MADURAI - 625004

The Department of Computer Science, has conducted a one day National Seminar on **INNOVATIONS IN COMPUTER SCIENCE AND TECHNOLOGY (ICST-2019)** on **22nd February 2019, Friday**. I hereby submit the bills and vouchers for the expenses made through Registration Fee collection to conduct the seminar.

S.No.	Description	Amount (in Rs.)
1.	To the Resource person Dr.P.KALAVATHI, Dindigul	1200.00
2.	To the Resource person Dr.B.INDRANI, Madurai	1000.00
3.	Lunch 205 X Rs.65	13325.00
4.	Paper Pad	660.00
5.	Addl.paper pad	396.00
6.	File, Pen	1600.00
7.	Colour A4 paper (Rose)	300.00
8.	Colour A4 paper (Green)	230.00
9.	Marker Pen, Cover	115.00
10.	Tea cup, Tissue paper, Paper plate, Water Bottle	350.00
11.	Bovonto, Biscuits	338.00
12.	Sweet & Karam	520.00
13.	Sandal, kalkandu, Rose, battery, Rangoli	200.00
14.	Postage (37 covers)	152.00
15.	Tea expenses	1800.00
Total Amount		22186.00

Registration Fee Collection:

(Students: 152 X 100=15200) + (Staff : 7 X 200 =1400) = Rs. 16600

Total expenses - Regn.Fee Collection = Rs.22186 - Rs.16600 = Rs.5586

May I request You Sir, to reimburse the shortage amount of Rs.5586
(Rupees Five thousand five hundred and eighty six only).

Thank You

Yours faithfully,

[Signature]
(Dr.V.K.Vijayakumar)

*Received
the cheque
[Signature]
18/3/19*

CHITRU No. 550538
DATE 01-03-19
AMOUNT 5586
PAGE NO. 32
DR. V.K. VIJAYAKUMAR.

From
Dr. K. G. Nalina,
Asst. Prof & Head,
Corporate Secretaryship,
Sourashtra College,
Madurai - 4.

VOUCHER No.
431

To
The Secretary & Correspondent,
Sourashtra College,
Madurai.

Through
The Principal i/c,
Sourashtra College,
Madurai.

Respected Sir,

Sub: Request to reimbursement of purchase of shield-reg

I wish to state that I have purchased the shield for
the National seminar amounted Rs 1425/- (Rupees One
Thousand four hundred and twenty five only). I have
transferred the above amount to M/s. Sun Screen Printers,
Madurai by G pay and the transaction ID - 229482172179 -
K G Nandakumar on 21/10/2022. kindly reimburse the
above amount in the name of Mrs. K. G. Nalina,

A/c. No: 304101001997, Canara Bank, Madurai.
I have also enclosed the bill and G pay details for
your kind reference.

kindly do the needful.

Thank You,

Madurai

27/10/2022.

CHEQUE No. 016941
CHEQUE Date. 1.11.2022
CHEQUE Amt. Rs 1425/-
A/C. No. 32
FAVOUR NAME K G. Nalina

Received

K. G. Nalina
27/10/2022

27/10/22

VOUCHER No.

18.10.2022

From

Dr. M. BALAJI
Director - IPRC
Assistant Professor of Physics
Sourashtra College
Madurai - 625 004.



To

THE SECRETARY
Sourashtra College
Madurai - 625 004.

Through

THE PRINCIPAL
Sourashtra College
Madurai - 625 004.

M. Balaji

Dear Sir,

Sub.: Reimbursement of Rs. 9,102 / - - National Seminar on Intellectual Property Rights - 14.10.2022 - reg.

Here I extend my warm thanks to our College Management Council and Principal for permitted us to conduct one day National Seminar on "Intellectual Property Rights" on 14.10.2022.

Herewith I am enclosing the Original bills and expenditure details of amount Rs. 9,102 /- towards the National Seminar on "Intellectual Property Rights". I kindly request you to reimburse the amount of Rs. 9,102 /- as early as possible.

Thank You

Yours faithfully

M. Balaji
18/10/22
(Dr. M. BALAJI)

Enclosure:

1) Expenditure details and Original bills for Rs. 9,102 /-

M. Balaji
SECRETARY
SOURASHTRA COLLEGE
MADURAI-625 004
CHEQUE No. 016923
CHEQUE Date. 20.10.2022
CHEQUE Amt. Rs. 9102/-
A/C. No. 32
FAVOUR NAME M. Balaji

Received
M. Balaji