



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Name of the meeting: Quality Systems Group Meeting

Date of the meeting: 05-Oct-2020

Time: 4.00 – 4.45 pm

Duration: 45 mts

Venue : Gmeet Meeting

Points to be discussed:

- AQAR Report Submission 2018-19
- Data Validation Process

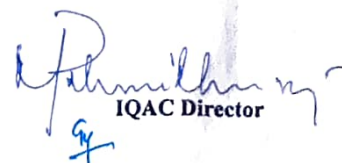
Attended by:

Dr.S.Mercy Shalinie, Principal-in-charge
Dr. M.Palaninatha Raja, Dean Planning and Development
Dr.S.J.Thiruvengadam, Dean Academics
Dr.K.Chokkalingam, Registrar Admin
Dr.S.Rajaram, Registrar Academics
Dr.S.Sivakumar, Controller of Examinations
Dr.G.Kumaraguruparan, IQAC Member
Dr.N.Chitra, IQAC Member
Dr.A.M.Abirami, IQAC Member

Minutes of Meeting:

- Dean Planning and Development summarized IQAC functionalities and AQAR submission process
- These AQAR data may be used for NAAC A&A Cycle II process directly. Correctness and completeness of data has to be verified before submission
- Deadline for AQAR 2018-19 submission is by Oct 31, 2020
- 60% data has been collected from the Departments for each Criteria and the files are shared in mail. Data needs to be validated by Deans before entering into NAAC Web Portal. Deans may designate one nodal person for coordinating this with the Departments, as data entry in NAAC web portal may take considerable amount of time.

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1.	- Value added courses to be checked - Uploading of academic calendar in the website - Participation of Faculty in content development for NPTEL/SWAYAM/ePathshala has to be initiated and promoted	Dean Academics
2.	- Programme wise pass percentage data to be entered - Programme wise Exam calendar days to be entered	Controller of Examinations
3.	- RFID to be included in automation - Video lectures by faculty to be added into digital database - Shodganga – all Competed PhDs to be added	Library
4.	- Books/Book Chapters/Conferences publications to be promoted in all Departments - Research Paper Writing courses events have to be added in the Quality Initiative activities	Dean Research and Development
5.	Mentoring process documents and templates have to be submitted for Criteria 2	Dean Students
6.	Scholarship data have to be prepared and submitted for Criteria 5	Registrar Admin
7.	Quality Initiatives taken and strategies planned/implemented have to be submitted	Deans and Registrars


IQAC Director