

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

Phone: 044-2235 8993, E-mail: iqac@annauniv.edu

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Dr. T. Thyagarajan, Director  
Dr. Sabitha Ramakrishnan, Deputy Director

Date: 18.01.2016

## **Minutes of the First IQAC Internal Meeting – 2016 held on 12.01.2016 at 3.00PM in IQAC office, CUIC Building, Anna University.**

The first internal meeting of IQAC, Anna University was held on 12.01.2016 at 3.00PM in the IQAC office, CUIC Building, Anna University to discuss the status of IQAC activities in the four campuses of Anna University. The following members attended the meeting:

### **IQAC Team:**

Dr. T. Thyagarajan	Director, IQAC
Dr. Sabitha Ramakrishnan	Deputy Director, IQAC
Dr. K.R. Sitalakshmi	IQAC Campus Coordinator – SAP
Dr. G.B. Bhaskar	IQAC Campus Coordinator – MIT
Dr. K.V. Radha	IQAC Campus Coordinator – ACT
Dr. S. Meenakumari	IQAC Campus Coordinator – CEG
Mr. B. Ramar	Professional Assistant

### **NIRF Team:**

Dr. A. Kannan	Professor & Head, IST & NIRF coordinator
Dr. Kulothungan	Asst. Professor & NIRF coordinating committee member
Dr. T. Thangaraj	Asst. Professor & NIRF coordinating committee member

Dr. T. Thyagarajan, Director-IQAC welcomed the members with New Year & Pongal greeting. He discussed the following agenda points:

1. Collection and consolidation of AQAR details
2. Collection of University ranking details(MHRD – NIRF).
3. IQAC booklet Printing
4. Purchase activity (Computer, printer, LCD projector, copier, furniture, stationery, name board etc..)
5. Conduct of NAAC sponsored Orientation Program
6. IQAC Website updation
7. Any other point, with the permission of the chair

### **1. Collection and consolidation of AQAR details.**

Prof. Dr. T. Thyagarajan informed the members that Dr. K. Narasimhan, former Director – IQAC had taken lot of great efforts in preparing the AQAR for the past five years (up to 2013-2014). He reviewed the current status of AQAR submissions by the various departments and centres for the year 2014-2015.

He requested the campus coordinators to collect the AQARS from their respective campuses. He also requested the Deputy Director – IQAC to collect details for Part – A of AQAR so that the consolidation of AQAR for 2014 – 2015 can be prepared by 25<sup>th</sup> January 2016 with the keep of Professional Assistant Mr. B. Ramar.

**Action to be taken by: Dr. Sabith Ramakrishnan (Part A)  
Campus coordinators (Part B)**

## **2. Collection of University ranking details**

Dr. A. Kannan, NIRF coordinator and Dr. T. Thyagarajan appreciated the efforts of Dr. Kulothungan and Dr. Thangaraj in preparing the google spreadsheet format for filling the details pertaining to NIRF by the various centres and departments. Dr. Kannan, mentioned that the details have been submitted by the following departments so far:

MIT: RPT, IT, Aero  
CEG: Industrial Engg, English  
ACT: Ceramics, Nanotech  
CENTRES: CFD

Dr. T. Thyagarajan prepared the list of all pending departments and centres and sent it to PA to Registrar for reminding the HODs to speed up the submission so that the details can be uploaded in NIRF website before the deadline of 15<sup>th</sup> January 2016.

## **3. IQAC Booklet Printing**

Dr. T. Thyagarajan requested Dr. S. Meenakumari to coordinate the work of printing IQAC booklet. He provided an sample booklet and also suggested the format for the front and back cover page and content page

**Action to be taken by: Dr. S. Meenakumari**

## **4. Purchase activity (Computer, LCD Projector, Copier, Printer, Furniture, Stationery, Name board etc..)**

Dr. T. Thyagarajan informed that members that a Revised Estimate of Rs. 7.05 lakhs for 2015-2016 was approved by our Vice Chancellor under the Head 4.5.33. He requested Dr. Sabitha Ramakrishnan, Deputy Director to take necessary action to complete the purchase procedures before February 2016 (before the announcement of code of conduct) with the keep of Mr. R.R. Vijayalakshmi and Mr. B. Ramar. He also informed that stationery items have been purchased and also steps have been taken for name board visiting cards already printing, etc.,

**Action to be taken by: Dr. Sabitha Ramakrishnan**

## **5. Conduct of NAAC sponsored Orientation Program**

Dr. T. Thyagarajan requested Dr. K.V Radha to coordinate an orientation programme on IQAC for faculty members during July 2016. He requested Dr. Bhaskar to coordinate the student activities of IQAC. He informed that there are student representatives elected for Student Quality Club and hence with their assistance, student activities could be organized. He is also requested to consult Dr. K. Narashiman for keep it necessary.

**Action to be taken by : Dr. K.V. Radha  
Dr. G.B. Bhaskar**

## **6. Uploading in the Website**

Dr. T. Thyagarajan requested Dr. K.R. Sitalakshmi to coordinate the Web related activities of IQAC. He requested Mr. B. Ramar to assist her in uploading the AQARs in the website, creating link for IQAC website from Anna University homepage, updating the website contents, etc.,

**Action to be taken by: Dr. Sitalakshmi**

**7. Any other point, with the permission of the chair**

Dr. T. Thyagarajan informed the members that with proper planning, it would be possible to complete the AQAR for 2014 – 2015 before Republic Day so that the IQAC team could meet the Vice Chancellor with the report on 27<sup>th</sup> January.

**Action to be taken by : All IQAC members**

Dr. T. Thyagarajan thanked all the members for their sustained efforts and cooperation in the activities of IQAC. Dr. Sabitha Ramakrishnan proposed the vote of thanks. The meeting was concluded at 5.00 PM.

**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

**Dr. T. Thyagarajan**  
Director, IQAC



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ANNA UNIVERSITY, CHENNAI - 600 025**

Phone: 044-2235 8993, E-mail: iqac@annauniv.edu

Date: 30.3.2016

**Minutes of the Second IQAC Internal Meeting – 2016 held on 29.3.2016 at 3.00 P.M in IQAC office, (CUIC Building), Anna University.**

The second internal meeting of IQAC, Anna University was held on 29.3.2016 at 3.00 PM in the IQAC office, CUIC Building, Anna University to discuss the status of IQAC activities in the four campuses of Anna University. The following members attended the meeting:

Dr. T. Thyagarajan	Director, IQAC
Dr. Sabitha Ramakrishnan	Deputy Director, IQAC
Dr. K.R.Sitalakshmi	IQAC Campus Coordinator - SAP
Dr. K.V.Radha	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari	IQAC Campus Coordinator - CEG

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting. He discussed the following agenda points:

1. Conduct of 5<sup>th</sup> IQAC Counsel Meeting
2. Conduct of NAAC sponsored Training Programme
3. Printing of IQAC Booklet
4. Purchase activities
5. Budget details (RE for 2015-16 & BE for 2016-17)
6. Updating the website
7. Any other point with the permission of the chair

**1. Conduct of 5<sup>th</sup> Internal Quality Assurance Counsel Meeting**

Dr. Sabitha Ramakrishnan, Deputy Director-IQAC presented the draft request letter to obtain Vice Chancellor's approval to conduct the 5<sup>th</sup> Internal Quality Assurance Counsel Meeting during April 2016.

Dr. T. Thyagarajan informed that the tentative date for the meeting is either 15<sup>th</sup> or 21<sup>st</sup> April 2016. The exact date will be finalized after confirming the availability of the Vice Chancellor (IQA Counsel Chairman). He requested Dr. Sabitha Ramakrishnan to prepare the note to VC accordingly.

**Action to be taken by: Dr. Sabitha Ramakrishnan**

**2. Conduct of NAAC sponsored Training Programme:**

Dr. Sabitha Ramakrishnan presented the draft proposal (prepared as per the guidelines of NAAC and as per the suggestions of the Director, IQAC) for conducting the NAAC sponsored Training Programme during the forthcoming academic year, with the details of the programme as follows:

Theme:	NAAC Awareness Programme
Objectives:	Promotion of Assessment and Accreditation

Discussion Themes: (NAAC perspectives)

- Educational Institutions for 21<sup>st</sup> century
- Need for assessment and accreditation
- Need and importance of Change management in changing times
- Academic excellence in higher education institutions
- Meaningful documentation and effective way of presentation
- Assessment and evaluation methodology
- Quality sustenance through participation of stakeholders
- The role of IQAC in emerging Global Quality Standards

Target audience:

Principals & Heads from institutions not accredited by NAAC

Budget :

Rs. 3,25,000/- (NAAC: Rs. 1,25,000/- & AU: Rs. 2,00,000/-)

Tentative dates:

14 & 15 July 2016.

Dr. T. Thyagarajan requested the members of the IQAC team to handle/arrange at least one session each for the training programme. He requested Dr. Sabitha Ramakrishnan to finalize the application form for submission to NAAC before the end of March 2016, through proper channel.

**Action to be taken by: Dr. Sabitha Ramakrishnan (Application submission)**

**All members (for training sessions)**

### 3. Printing of IQAC booklet

Dr. T. Thyagarajan requested Dr. S. Meenakumari to coordinate the work of printing the IQAC booklet. He provided a sample booklet and also suggested the format for the front and back cover page and content page. He requested all the members to offer their suggestions for the contents of the booklet. He also mentioned that the booklet format and contents should be finalized by the end of May 2016.

**Action to be taken by: Dr. S. Meenakumari**

### 4. Purchase activities:

Dr. T. Thyagarajan informed the members that the following items of equipment were purchased as per the sanctioned Revised Estimate for the year 2015-16:

Sl. No.	Description of item	Supplier	Date of purchase	Actual Expenditure incurred (Rs.)
1	<b>FURNITURE:</b> Executive table – 1 no. Filing Cabinet – 1 no. Executive Medium Back Chair – 1 21`no. Executive High Back Chair – 2 nos. Steel cupboard with shelves – 1 no.	Modfurn Systems	6.2.2016 & 16.2.2016	94,450
2	<b>COPIER MACHINE:</b> Canon IR2002N	Unicom Infotel Pvt. Ltd.	11.2.2016	71,820
3	<b>PRINTER:</b> Canon Multifunctional Laser printer MF 226 DN - 1 no.	Unicom Infotel Pvt. Ltd.	4.3.2016	19,950
4	<b>COMPUTERS:</b> Dell Optiplex 3020 MT (Intel Core i3) - 2 nos	SS Information Systems Pvt. Ltd.	14.3.2016	63,348

## 5. Budget Details:

Dr. T. Thyagarajan informed the IQAC members that Rs. 7.05 lakhs was approved as RE for the year 2015-16 and Rs. 15.85 lakhs was approved as BE for the year 2016-2017. He also informed that the amount of Rs. 7.05 lakhs was received by IQAC-AU.

## 6. Updating the website

Dr. K.R. Sitalakshmi mentioned that a link for "Internal Quality Assurance Cell" had to be included under "Centres" in the Anna University website. Dr. T. Thyagarajan requested Dr. K.R. Sitalakshmi to take steps for the above and also provide the necessary contents in the IQAC link such as the following:

- Contacts
- AQAR for the past 3 years
- AQAR format
- NAAC guidelines for formation of IQAC
- Major Events
- Photos gallery

He also suggested to take the help of a web page designer from CUIC/RCC/ECE for this purpose.


**Action to be taken by: Dr. K.R. Sitalakshmi**


## 7. Any other point, with the permission of the chair

The Director, requested the members to get actively involved in completing the tasks assigned to them in time.

**Action to be taken by: All IQAC members**

He also thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 4.00 PM.

  
**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

  
**Dr. T. Thyagarajan**  
Director, IQAC

CC: 1. P.A to Vice Chancellor  
2. P.A to Registrar  
3. Director – Planning & Development





## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

Phone: 044 2235 7027, E-mail: iqac@annauniv.edu

Date: 25.04.2016

**Minutes of the 3<sup>rd</sup> IQAC Internal Meeting – 2016 held on 25.04.2016 at 3.00 P.M in IQAC office, (CUIC Building), Anna University.**

The 3<sup>rd</sup> internal meeting of IQAC, Anna University was held on 25.04.2016 at 3.00 PM in the IQAC office, CUIC Building, Anna University to discuss the single point agenda, namely, preparations for 5<sup>th</sup> IQAC Council Meeting scheduled on 29.4.2016. The following members attended the meeting:

Dr.T.Thyagarajan	Director, IQAC
Dr.Sabitha Ramakrishnan	Deputy Director, IQAC
Dr.K.R.Sitalakshmi	IQAC Campus Coordinator - SAP
Dr.K.V.Radha	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari	IQAC Campus Coordinator - CEG

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting and finalized the agenda points to be discussed during the 5<sup>th</sup> IQAC Council Meeting scheduled on 29.04.2016, as given below:

1. List of IQAC Council Members
2. Agenda for 5<sup>th</sup> Council Meeting
3. Minutes of 4<sup>th</sup> Council Meeting held on 17.6.2014
4. Current IQAC Team
5. Status of IQAC activities (18.6.2014 to 29.4.2016)
6. Revised Estimate (RE) for 2015-16 and Budget Estimate (BE) for 2016-17
7. Non-Consumable items purchased
8. Appointment of Professional Assistant
9. Honorarium paid to the IQAC Team members
10. Plan of activities for 2016-17

Dr.T.Thyagarajan requested the IQAC team members to get actively involved in completing the agenda booklet on the same day. He also requested Dr.Sabitha Ramakrishnan, Deputy Director, to prepare a draft minutes for the 5<sup>th</sup> Council Meeting preferably before 28.04.2016.

**Action to be taken by: All IQAC members**

Dr.T.Thyagarajan thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 4.00 PM.

**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

**Dr. T. Thyagarajan**  
Director, IQAC



**Minutes of the Fourth IQAC Internal Meeting – 2016 held on 06.07.2016 at 3.00 P.M in IQAC office, (CUIC Building), Anna University.**

The fourth internal meeting of IQAC, Anna University was held 06.07.2016 at 3.00 PM in the IQAC office, CUIC Building, Anna University to discuss the road map and other IQAC activities to be carried out during the academic year 2016-17. The following members were present.

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.R.Sitalakshmi (KRS)	IQAC Campus Coordinator - SAP
Dr. K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari (SMK)	IQAC Campus Coordinator - CEG

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting. He discussed the following agenda points:

1. Finalizing the Road Map
2. IQAC Website updation
3. IQAC Booklet preparation
4. NAAC Training Program
5. AQAR for 2016-17 ( Collection of data from various depts as per IQAC format)
6. Purchase activities
7. Any other matter with the permission of the Chair

**1. Finalizing the Road Map**

The Director requested Dr Sabitharamakrishnan to prepare the draft roadmap for the activities of IQAC for the academic year 2016-17. The same was discussed in the meeting and was finalized (Pl see the enclosure). The Director requested the IQAC team members to cooperate in executing the works as per the road map.

**Action to be taken by: All IQAC team members**

**2. IQAC Website up-dation**

Dr. Sabitharamakrishnan will prepare ' template' for the IQAC website. Dr S.Meenakumari will collect the IQAC details of previous years. Dr. K.R.Sitalakshmi will prepare the contents of the website. Dr. T. Thyagarajan will arrange for the uploading of the website, before **15<sup>th</sup> July 2016**.

**Action to be taken by: Dr. Sabitharamakrishnan & Dr. K. S Sitalakshmi**

**3. IQAC Booklet preparation**

Dr. S. Meenakumari presented the draft copy of IQAC Booklet. She is requested to carry-out the suggestions given the IQAC team members, on or before **15<sup>th</sup> July 2016**.

(P.T.O)

**Action to be taken by: Dr. S.Meenakumari**



#### 4. NAAC Training Program

Dr. Sabitha Ramakrishnan presented the draft proposal (prepared as per the guidelines of NAAC and as per the suggestions of the Director, IQAC) for conducting the NAAC sponsored Training Programme during this academic session.

Theme:	NAAC Awareness Programme
Objectives:	Promotion of Assessment and Accreditation
Discussion Themes:	(NAAC perspectives) <ul style="list-style-type: none"><li>• Educational Institutions for 21<sup>st</sup> century</li><li>• Need for assessment and accreditation</li><li>• Need and importance of Change management in changing times</li><li>• Academic excellence in higher education institutions</li><li>• Meaningful documentation and effective way of presentation</li><li>• Assessment and evaluation methodology</li><li>• Quality sustenance through participation of stakeholders</li><li>• The role of IQAC in emerging Global Quality Standards</li></ul>
Target audience:	Principals & Heads from institutions not accredited by NAAC

**Action to be taken by: Dr. Sabitha Ramakrishnan**

#### 5. AQAR for 2016-17 (Collection of data from various departments as per IQAC format)

Circular regarding the submission of AQAR will be prepared by Dr Sabitharamakrishnan and will be sent to all the Heads of the Departments, Directors and other Officers of the University. The Director-IQAC requested the members to collect and consolidate the data from the respective campuses on or **before 31<sup>st</sup> August**

**Action to be taken by: All IQAC members**

#### 6. Purchase activities

Dr. T. Thyagarajan requested the members to suggest Equipment and Furniture to be purchased for the IQAC office: Accordingly, the members suggested to buy the following: LCD Projector-1, Laptop-1, Computers-3, Air Conditioner-2, Portable PA system-1, Printer-1, Chairs-3, Tables-3 Cupboards-2 and Stationery items. Dr. T. Thyagarajan requested Dr.K.V.Radha to take steps to purchase the above items.

**Action to be taken by: Dr. K.V.Radha**

#### 7. Any other matter with the permission of the Chair


The members requested the Director to take necessary action, at the earliest to appoint new Professional Assistant, as Ms.Vinitha had resigned in the month of June.

**Action to be taken by: Dr. T. Thyagarajan, Director-IQAC**

He also thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 4.00 PM.

Minutes Prepared by: Dr. S. Meenakumari

  
**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

  
**Dr. T. Thyagarajan**  
Director, IQAC



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ANNA UNIVERSITY, CHENNAI - 600 025**

Phone: 044-2235 8993, E-mail: iqac@annauniv.edu

Date: 06.09.2016

**Minutes of the Fifth IQAC Internal Meeting – 2016 held on 06.09.2016 at 3.30 P.M in IQAC office, (CUIC Building), Anna University.**

The fifth internal meeting of IQAC, Anna University was held 06.09.2016 at 3.30 PM in the IQAC office, CUIC Building, Anna University to discuss the road map and other IQAC activities to be carried out during the academic year 2016-17. The following members were present.

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.R.Sitalakshmi (KRS)	IQAC Campus Coordinator - SAP
Dr. K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari (SMK)	IQAC Campus Coordinator - CEG

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting. He discussed the following agenda points:

1. Consolidation of AQAR for 2016-17
2. NAAC Training Program
3. IQAC Booklet finalization
4. Status of Purchase activities
5. IQAC Website updates
6. Any other matter with the permission of the Chair

**1. Consolidation of AQAR for 2016-17**

The Director appreciated all the Coordinators for collection of AQAR 2016-17 from ACT, MIT and CEG campus. He requested the IQAC team members to consolidate the same with the help of Mr.Srinivasan ( Professional Assistant) **and complete the job before 30.9.2016**

**Action to be taken by: All IQAC team members**

**2. NAAC Training Program**

Dr. Sabitha Ramakrishnan presented the Brochure (prepared as per the guidelines of NAAC and as per the suggestions of the Director, IQAC) for conducting the NAAC sponsored Two day Training Programme during this academic session.

Theme:	NAAC Awareness Programme
Objectives:	Promotion of Assessment and Accreditation
Discussion Themes:	(NAAC perspectives) <ul style="list-style-type: none"><li>• Educational Institutions for 21<sup>st</sup> century</li><li>• Need for assessment and accreditation</li><li>• Need and importance of Change management in changing times</li><li>• Academic excellence in higher education institutions</li><li>• Meaningful documentation and effective way of presentation</li></ul>

- Assessment and evaluation methodology
- Quality sustenance through participation of stakeholders
- The role of IQAC in emerging Global Quality Standards

Target audience: Principals & Heads from institutions not accredited by NAAC  
 Date : 29<sup>th</sup> & 30<sup>th</sup> September, 2016.

**Action to be taken by: Dr. Sabitha Ramakrishnan**

### 3. IQAC Booklet preparation

Dr. S. Meenakumari presented the draft copy of IQAC Booklet. She is requested to carry-out the suggestions given by the IQAC team members, on or before **26<sup>th</sup> September, 2016.**

**Action to be taken by: Dr. S.Meenakumari**

### 4. Status of Purchase Activities.

Dr. T. Thyagarajan requested Dr.K.V.Radha to send a requisition to Director RCC for the purchase of Desktop computers -3, Laptop -1 and Printer-1. He also requested her to collect quotations for the purchase of LCD Projector (DGST), Air conditioners -2 and Furniture (Chairs-3, Tables-3) and complete the purchase process **before 31 October 2016.**

**Action to be taken by: Dr. K.V.Radha**

### 5. IQAC Website up-dation

Dr. K.R.Sitalakshmi presented the contents of the website. She is requested to carry-out the suggestions given by the IQAC team members, on or before **25<sup>th</sup> September, 2016.**

**Action to be taken by: Dr. K.R.Sitalakshmi**

### 6 .Any other matter with the permission of the Chair

The Director, IQAC informed the members, he had shared the following information with the HODs of Aero, Auto, Electronics and Instrumentation Engg Depts in connection with the NBA Evaluation Team visit during September 2016.

- List of NBA files, Criterion wise listing of files
- Hints to maintain the ambience in the Dept, Staff room, Class room, Seminar Hall, lab and surroundings, through series of e-mails.
- Downloading the Scientists Photos and sharing with HoDs for displaying in the laboratories
- Preparing Hints to prepare PPT slides, sample PPT formats and Sharing with HODs
- Samples questions for HODs, Faculty, Students, Parents, Alumni and Employers

He also thanked the IQAC team for their support and cooperation extended for showcasing the quality aspects of our University during visit of NBA Evaluation Team headed by Dr. Thukaram, IISc, Bangalore, for accreditation of the Four departments of MIT Campus, namely, Dept. of Instrumentation Engg, Dept. of Electronics Engg, Dept. of Avionics, Dept. of Aeronautical Engg, during 2nd, 3rd and 4th September 2016.

- Collecting the activity-booklets from various Centres such as : Academic, ACOE, Research, CTDT, P & D, ACOE, CUIC, IQAC, NHHID, all other centers of Excellence, Student Extension Centres etc.,

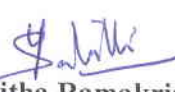
- Preparing & presenting a comprehensive PPT slides (around 60) covering the quality aspects of 9 criteria under NBA with figures, tables, graphs, bar chart/pi chart and statistics to the Chairman of NBA Team on 3<sup>rd</sup> September FN.
- Displaying various reports, documents, registers, files, booklets related IQAC activities of our University

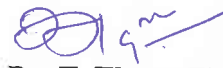
He expressed his special thanks to Dean, MIT and also to the Central team for carrying out the collection and consolidation of the following documents in a well coordinated manner to the satisfaction of all the stakeholders in a very short notice from various sources:

1. NAAC – Certificate of Accreditation
2. Syndicate Structure, Syndicate Members & Dates of Syndicate Meetings held during last 3 years
3. List of Members of the Finance Com & Dates of its Meetings held during past 3 years
4. List of EC Members of Academic Council, Dates of meetings held during past 3 years
5. List of EC Members of CTDT & Dates of EC Meetings for CTDT held during past 3 years
6. List of EC Members of CUIC & Dates of the EC Meetings for CUIC held during past 3 years,
7. List of Centers of Excellence in MIT Campus and funding received by them with proof
8. Structure stability Certificate
9. Electrical Inspectorate Certificate for Electrical Installations
10. Chief Electrical Inspector approval for HUMV & LV Electrical Installations
11. Bio Medical waste Management Disposal
12. Department wise UG intake for the past 3 years
13. NBA Accreditation status for the past 3 accreditations
14. Department wise Faculty list (UG/PG) with qualification and designation
15. Department wise student list (2015-16) and strength
16. Department wise student/staff ratio
17. Department wise Cadre ratio
18. Department wise Student/Computer ratio
19. Department wise Non-Teaching staff name list with qualification and designation
20. Overall percentage pass in all branches for the past 3 years
21. Over all % Placements and % Placements in the 4 UG branches
22. First year pass Percentage
23. Budget utilization for the past 3 years
24. List of learning resources purchased by MIT library for the past 3 years
25. Details of coaching given to weaker section
26. Details of reputed alumni
27. Details of common facilities
28. Quality assurance activities under the 9 NBA criteria
29. Major Publications/ Funding details
30. Computer networking arrangement with internet facility/printer/UPS etc.,

The members thanked the Director for the appointment of new Professional Assistant Mr.B.R.Srinivasan on deputation basis. The Director thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 4.15 PM.

**Minutes Prepared by: Dr. S. Meenakumari**

  
**Dr. Sabitha Ramakrishnan**  
 Deputy Director, IQAC

  
**Dr. T. Thyagarajan**  
 Director, IQAC





**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ANNA UNIVERSITY, CHENNAI - 600 025**

Phone: 044-2235 8993, E-mail: iqac@annauniv.edu

Date: 20.09.2016

**Minutes of the Sixth IQAC Internal Meeting – 2016 held on 20 .09.2016 at 3.15 P.M in IQAC office, (CUIC Building), Anna University.**

The sixth internal meeting of IQAC, Anna University was held 20.09..2016 at 3.15 PM in the IQAC office, CUIC Building, Anna University to discuss the action plan for the conduct of NAAC sponsored seminar and to review the other IQAC activities to be carried out during the academic year 2016-17. The following members were present.

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.R.Sitalakshmi (KRS)	IQAC SAP-Campus Coordinator
Dr. K.V.Radha (KVR)	IQAC ACT-Campus Coordinator
Dr.S.Meenakumari (SMK)	IQAC CEG-Campus Coordinator

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting. He discussed the following agenda points:

1. Work Progress of NAAC Seminar/Training Program
2. Work to be carried out by the Coordinators
3. Any other matter with the permission of the Chair

**1. Work Progress of NAAC Seminar / Training Program**

Dr Sabitha Ramakrishnan presented the progress in the conduct of NAAC Seminar /Training program. The brouchure was sent to all colleges by e-mail. . The Chief Guest and the Resource persons were invited. The confirmation from participants were received and acknowledged. The Budget for the program was proposed.

**Action to be taken by: Dr. Sabitha Ramakrishnan**

**2. Work to be carried out by the Coordinators**

The Director assigned the following works to be carried out by the IQAC Campus-Coordinators

S.No	Work to be carried out	In charge
1.	Brochure, Resource Persons, Invitation, Certificate, Venue, Course Material	Dr. T. Thyagarajan Dr. Sabitha Ramakrishnan
2 .	Invitation to participants & NAAC- HQ by e-mail, Chief Guest and University officials in person , Course material, Booklet etc.,	Dr. Sabitha Ramakrishnan
3.	Registration Kit, Attendance (FN &AN), Kit (pad, pen, prog sheet etc.,)	Dr .K.V.Radha
4.	Master of Ceremony, Session In charge, Settlement of accounts	Dr.S.Meenakumari
5.	Hall/ Stage arrangements, Lunch & Snacks, Photography	Dr. K.R.Sitalakshmi

**Action to be taken by:All IQAC Team members**

**3 .Any other matter with the permission of the Chair**

The Director appreciated the members for the progress of work pertaining to the conduct of NAAC Awareness Seminar /Training program. He requested all the members to sustain their zeal complete the works assigned to them namely: Booklet preparation, Website creation, Purchase activity etc., The meeting was concluded at 4.15 PM.

**Minutes Prepared by: Dr. S. Meenakumari**

**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

**Dr. T. Thyagarajan**  
Director, IQAC



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

Phone: 044-2235 8993, E-mail: iqac@annauniv.edu

Date: 04.10.2016

### Minutes of the Seventh IQAC Internal Meeting – 2016 held on 04.10.2016 at 3.30 P.M in IQAC office, (CUIC Building), Anna University.

The seventh internal meeting of IQAC, Anna University was held 04.10.2016 at 3.30 PM in the IQAC office, CUIC Building, Anna University to discuss the following agenda points.

1. NAAC Seminar /Training Program
3. IQAC Booklet
4. Purchase activities
5. IQAC Website
6. Settlement of Account s
- ( . Any other matter with the permission of the Chair

Dr SRK/DD-IQAC

For circulation among  
colleagues to enable them  
to take n.a.pl. to  
4/10/16.

The following members were present.

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.R.Sitalakshmi (KRS)	IQAC Campus Coordinator - SAP
Dr. K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari (SMK)	IQAC Campus Coordinator - CEG

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting. He discussed the following agenda points:

#### 1. NAAC Training Program

The Director appreciated all the team members for the successful conduct of Two day NAAC Training /Seminar program on 29<sup>th</sup> and 30<sup>th</sup> September, 2016.

The review of the Seminar / Training program was conducted .

The Seminar / Training had the following positive outcomes:

- Good number of Participants
- Good Hospitality
- Knowledgeable Speakers
- Good Course content
- Proper Distribution of course materials.

Things to be improved in the Naac Seminar / Training are as follows:

- Professional Photographer can be arranged
- Answers for the pre test have to be revealed only after the conduct of post test
- One session could have been allocated for Valedictory Function
- Two counters could have been arranged for lunch and snacks as the number of participants exceeded 100.
-



## 2. IQAC Booklet preparation

The copy of IQAC Booklet is to be sent to Printer on or before 5<sup>th</sup> October, 2016.

**Action to be taken by: Dr. S.Meenakumari**

## 4. Purchase Activities.

Dr. T. Thyagarajan requested Dr.K.V.Radha to send enquiries regarding the purchase of Air condition and Projector by 5<sup>th</sup> October, 2016 .

**Action to be taken by: Dr. K.V.Radha**

## 5. IQAC Website up-dation

Dr. K.R.Sitalakshmi was requested to upload the website and sent a letter regarding the same to RCC by 4<sup>th</sup> October,

**Action to be taken by: Dr. K.R.Sitalakshmi**

## 6. Settlement of Accounts

Dr. S.Meenakumari was requested to settle the accounts of NAAC Seminar / Training program.

**Action to be taken by: Dr. S.Meenakumari**

## 7 .Any other matter with the permission of the Chair

The Director, IQAC appreciated all the Coordinators for their sustained efforts and cooperation in the conduct of NAAC Training / Seminar and the activities of IQAC. The meeting was concluded at 4.15 PM.

**Minutes Prepared by: Dr. S. Meenakumari**

  
**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

  
**Dr. T. Thyagarajan**  
Director, IQAC



Date: 28.02.2017

**Minutes of the 8<sup>th</sup> IQAC Internal Meeting – 2017 held on 28.02.2017 at 3.45 P.M in IQAC office, (CUIC Building), Anna University.**

The 8<sup>th</sup> internal meeting of IQAC, Anna University was held 28.02.2017 at 3.45 PM in the IQAC office, CUIC Building, Anna University.

The following members were present:

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari (SMK)	IQAC Campus Coordinator - CEG

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting. The Director insisted on conducting formal meeting of IQAC preferably on the first Tuesday of every month .If the first Tuesday is a holiday, then the meeting can be conducted on the next working day.

The following agenda points were discussed:

1. Purchase Activities
2. Website Updation.
3. Claim Bills
4. Printing of Booklet
5. NAAC Seminar
6. Office Space
7. Any other matter with the permission of the Chair

**1. Purchase Activities**

The Director requested Dr.K.V.Radha to brief on the status of purchase activities under the following heads:

- Office Contingencies
- Printing and Stationeries
- Computer Consumables
- Maintenance
- Books and Periodicals
- Furniture

He requested Dr Radha to complete the purchase process before 15. 3.2017. He also requested Dr Sabitha Ramakrishnan to help Dr Radha in the purchase of Computer consumables in phase II.

**Action to be taken by: Dr. K.V.Radha**

## 2. Website Updation

Dr. K.R.Sitalakshmi was requested to arrange for captions for each Photo in the website with the help of Mr.Srinivasan.

**Action to be taken by: Dr. K.R.Sitalakshmi**

## 3. Claim Bills

Dr.K.V.Radha was requested to settle the Claim bills for Office contingencies, Printing and Stationeries, Furniture, Consumer consumables and Books with the help of Mr Srinivas .

**Action to be taken by: Dr. K.V.Radha**

## 4. Printing of Booklet

Dr. S.Meenakumari was requested to check the final draft of IQAC booklet for printing.

**Action to be taken by: Dr. S.Meenakumari**

## 5.NAAC Seminar

Dr .Sabitha Ramakrishnan was requested to send letter of acknowledgement to NAAC Headquarters for the reimbursement received for the conduct of NAAC Seminar.

**Action to be taken by :Dr. Sabitha Ramakrishnan**

## 6. Office Space



Dr. T. Thyagarajan, Director IQAC was requested to follow up authorities for the allotment of permanent location for IQAC office.

**Action to be taken by: Dr. T. Thyagarajan**


## 7. Any other matter with the permission of the Chair

The Director, IQAC appreciated all the Coordinators for their sustained efforts and cooperation in activities of IQAC. The meeting was concluded at 4.15 PM.

**Minutes Prepared by: Dr. S. Meenakumari**

Dr T T -   
Dr S R K - 

Prof Sita -  
Dr Radha -  
Dr Meena -  
Mr. Seenu -

  
28/2/17.  
**Dr. T. Thyagarajan**  
Director, IQAC

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025, Phone: 044-2235 8993, iqac@annauniv.edu -

Dr. T. THYAGARAJAN,  
DIRECTOR

Date:25.07.2017

## Minutes of the 9<sup>th</sup> Internal Meeting of IQAC held on 15.7.2017 at 3.00 PM

The 9<sup>th</sup> internal meeting of IQAC, Anna University was held on 25.07.2017 at 3.00 PM in the IQAC office, CUIC Building, Anna University. The following members attended the meeting:

Dr. T. Thyagarajan Director, IQAC  
Dr. Sabitha Ramakrishnan Deputy Director, IQAC  
Dr. K.V. Radha IQAC Campus Coordinator – ACT  
Dr.K.R.Sitalakshmi IQAC Campus Coordinator-SAP  
Dr.S.Meenakumari IQAC Campus Coordinator-CEG

The following Agenda points were discussed:

1. Road Map for the year 2017-2018
2. AQAR 2016-2017
3. New office premises
4. Appointment of Professional Assistant
5. Any other matter with the permission of the Chair

### 1. Road Map for the year 2017-2018

After detailed deliberations among the IQAC Team members, the roadmap for the year 2017-18 was finalized as follows:

Sl. No.	Month	Activity	Action to be taken by:
1	July 2017	1. Conduct of 9 <sup>th</sup> IQAC internal meeting 2. Circular for AQAR 2016-17 3. Follow up for new office premises 4. Initiatives for appointment of Professional Assistant	Dr. SRK DrTT
2	August 2017	1. Conduct of 10 <sup>th</sup> IQAC internal meeting* 2. Academic Audit (Jan-May 2017) follow up 3. Research Journal Publication follow up 4. NAAC Training - Preliminary arrangements 5. Collection of data for AQAR 2016-1	DrSRK DrTT DrTT All members
3	Sep 2017	1. Conduct of 11 <sup>th</sup> internal meeting 2. Creation of benchmarks 3. Collection of data for AQAR 2016-17	DrSRK DrTT All Members
4	Oct 2017	1. Conduct of 12 <sup>th</sup> internal meeting* 2. Consolidation and submission of AQAR 2016-17 3. Website updation	Dr.SRK All members DrKRS
5	Nov 2017	1. Conduct of 13 <sup>th</sup> internal meeting* 2. Conduct of NAAC Training for faculty members 3. NIRF data collection 4. Purchase of items as per budget allocation	Dr.SRK All Members All Members Dr KVR
6	Dec 2017	1. Conduct of 14 <sup>th</sup> internal meeting 2. Conduct of Training for NT and Admin staff members 3. Purchase process (contd.)	Dr.SRK Dr.KVR Dr.KVR
7	Jan 2018	1. Conduct of IQAC council meeting 2. Academic Audit (Jun-Dec 2017) followup 3. Purchase process (contd.)	DrTT Dr.KVR
8	Feb 2018	1. Conduct of 15 <sup>th</sup> Internal meeting 2. Follow up of quality sustenance initiatives (NBA, Academic Audit, R&D, FIS)	DrSRK All members
9	March 2018	1. Conduct of 16 <sup>th</sup> Internal meeting 2. Completion of purchase procedures 3. Preparation of annual accounts, trial balance, etc.	Dr.SRK DrKVR

## 2. AQAR 2016-2017

Prof. Thyagarajan requested Dr. Sabitha Ramakrishnan to prepare the circulars for collection of data pertaining to preparation of AQAR for the year 2016-17. He also requested the IQAC Campus coordinators to follow up with all the departments in the respective campuses to complete the data collection before the end of August 2017.

## 3. New office premises

Prof. T. Thyagarajan, informed that the Registrar has suggested two locations for IQAC office premises. He mentioned that the IQAC office will be shifted to one of these locations shortly once it is ready for occupation.

## 4. Book on IQAC Activity

Director IQAC requested Dr.K.R Sitalakshmi to prepare a Booklet on IQAC Activities carried out during the year 2015-16.

## 5. Training Program for Non Teaching Members of AU .

Director IQAC requested Dr.K.V Radha to submit a proposal for conducting Training program for Non - Teaching Staff members of Anna University .


## 6. Appointment of Professional Assistant

Mr. Srinivasan Professional Assistant, Recruitment Cell has been working in IQAC on deputation for the past one year. The Director, Recruitment Cell has now informed that Mr. Srinivasan's services are required in Recruitment Cell to execute software related work pertaining to CAS form submissions. Hence, Prof. Thyagarajan mentioned that steps have to be taken to appoint a Professional Assistant for IQAC in order to execute the administrative work smoothly.

## 7. Any other matter with the permission of the Chair

Dr. T. Thyagarajan thanked the members for their sustained efforts and cooperation in the activities of IQAC. He concluded the meeting at 4.30 PM.

Minutes Prepared by: <sup>Dr SRK &</sup> Dr S.Meena Kumari

  
Dr. Sabitha Ramakrishnan  
Deputy Director, IQAC

  
Dr. T. Thyagarajan  
Director, IQAC



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

Phone: 044 2235 7027, E-mail: iqac@annauniv.edu

**Dr. T. THYAGARAJAN,**  
**DIRECTOR**

Date: 22.08.2017

### **Minutes of the 10<sup>th</sup> Internal Meeting of IQAC held on 22.08.2017 at 3.00 PM**

The 10<sup>th</sup> internal meeting of IQAC, Anna University was held on 22.08.2017 at 3.00 PM in the IQAC office, CUIC Building, Anna University. The following members attended the meeting:

Dr. T. Thyagarajan	Director, IQAC
Dr. Sabitha Ramakrishnan	Deputy Director, IQAC
Dr. K.V. Radha	IQAC Campus Coordinator – ACT
Dr.K.R.Sitalakshmi	IQAC Campus Coordinator-SAP
Dr.S.Meenakumari	IQAC Campus Coordinator-CEG

The following Agenda points were discussed:

1. IQAC Activities Booklet preparation
2. AQAR 2016-2017 – Collection and consolidation of data
3. Collection of details regarding IQAC Department Coordinators
4. Appointment of Professional Assistant
5. Any other matter with the permission of the Chair

#### **1. IQAC Activities Booklet preparation**

Dr.K.R.Sitalakshmi reported that she had commenced work on the preparation of the Booklet of IQAC Activities carried out during the year 2015-2016

#### **2. AQAR 2016-2017 – Collection and consolidation of data**

Dr.Sabitha Ramakrishnan reported that the AQAR circulars for collection of data pertaining to preparation of AQAR for the year 2016-2017 had been sent out on the 25<sup>th</sup> of July, 2017. Prof.T.Thyagarajan requested the IQAC Campus coordinators to follow up with all the departments in the respective campuses to complete the data collection before the end of August 2017.

#### **3. Collection of details regarding IQAC Department Coordinators**

Prof.T.Thyagarajan, informed that the IQAC Department Coordinators table for the MIT and SAP Campuses had been prepared by the respective Campus Coordinators, and the CEG and AC Tech Campus Coordinators may do the needful to update the same for their respective campus at the earliest.

#### **4. Appointment of Professional Assistant**

Prof.T.Thyagarajan mentioned that steps are being taken to appoint a Professional Assistant for IQAC in order to execute the administrative work smoothly.



**5. Any other matter with the permission of the Chair**

Dr.T.Thyagarajan thanked the members for their sustained efforts and cooperation in the activities of IQAC.He concluded the meeting at 4.30 PM.

  
**Dr.Sabitha Ramakrishnan**  
Deputy Director, IQAC

  
**Dr.T.Thyagarajan**  
Director, IQAC

**Minutes Prepared by: Dr.S.Meenakumari**



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

Phone: 044 2235 7027, E-mail: iqac@annauniv.edu

**Dr. T. THYAGARAJAN,**  
**DIRECTOR**

Date: 29.08.2017

### **Minutes of the 11<sup>th</sup> Internal Meeting of IQAC held on 29.08.2017 at 3.00 PM**

The 11<sup>th</sup> internal meeting of IQAC, Anna University was held on 29.08.2017 at 3.00 PM in the IQAC office, CUIC Building, Anna University. The following members attended the meeting:

Dr.T.Thyagarajan	Director, IQAC
Dr.Sabitha Ramakrishnan	Deputy Director, IQAC
Dr.K.V.Radha	IQAC Campus Coordinator – ACT
Dr.K.R.Sitalakshmi	IQAC Campus Coordinator-SAP
Dr.S.Meenakumari	IQAC Campus Coordinator-CEG

The following Agenda points were discussed:

1. IQAC Activities Booklet preparation
2. AQAR 2016-2017 – Collection and consolidation of data
3. Collection of details regarding IQAC Department Coordinators
4. Any other matter with the permission of the Chair

#### **1. IQAC Activities Booklet preparation**

Dr. K. R. Sitalakshmi reported her progress on the preparation of the Booklet of IQAC Activities carried out during the year 2015-2016

#### **2. AQAR 2016-2017 – Collection and consolidation of data**

Dr. Sabitha Ramakrishnan reported that some of the departments had started sending in the respective data pertaining to preparation of AQAR for the year 2016-2017 in response to the circulars sent out on the 25<sup>th</sup> of July, 2017. Prof. Thyagarajan requested the IQAC Campus coordinators to follow up with the rest of the departments in the respective campuses to complete the data collection before the end of August 2017.

#### **3. Collection of details regarding IQAC Department Coordinators**

Prof. T. Thyagarajan requested a report on the updation of details regarding the IQAC Department Coordinators for the various campuses.

**4. Any other matter with the permission of the Chair**

Dr.T.Thyagarajan thanked the members for their sustained efforts and cooperation in the activities of IQAC.He concluded the meeting at 4.30 PM.



**Dr.Sabitha Ramakrishnan**  
Deputy Director, IQAC



**Dr.T.Thyagarajan**  
Director, IQAC

**Minutes Prepared by: Dr S. Meena Kumari**



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

Phone: 044 2235 7027, E-mail: iqac@annauniv.edu

Dr. T. THYAGARAJAN,  
DIRECTOR

Date: 03.10.2017

### Minutes of the 12<sup>th</sup> Internal Meeting of IQAC held on 03.10.2017 at 3.00 PM

The 12<sup>th</sup> internal meeting of IQAC, Anna University was held on 03.10.2017 at 3.00 PM in the IQAC office, CUIC Building, Anna University. The following members attended the meeting:

Dr.T.Thyagarajan	Director, IQAC
Dr.Sabitha Ramakrishnan	Deputy Director, IQAC
Dr.K.V.Radha	IQAC Campus Coordinator – ACT
Dr.K.R.Sitalakshmi	IQAC Campus Coordinator-SAP
Dr.S.Meenakumari	IQAC Campus Coordinator-CEG

The following Agenda points were discussed:

1. AQAR 2016-2017 – Consolidation of data
2. Preparations for the India International Science Festival (IISF) Exhibition scheduled during 13-16 Oct 2017.
3. Any other matter with the permission of the Chair

#### 1. AQAR 2016-2017 – Consolidation of data

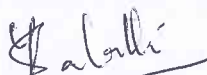
Prof. T. Thyagarajan appreciated the efforts put in by the respective IQAC Campus coordinators in the compilation and consolidation of the data pertaining to the preparation of AQAR for the year 2016-2017. He requested that any further action needed to complete the consolidation of data be taken up as per schedule.

#### 2. Preparations for the India International Science Festival (IISF) Exhibition

Prof. T. Thyagarajan informed that the 3<sup>rd</sup> INDIA INTERNATIONAL SCIENCE FESTIVAL (IISF 2017) which will be held during 13 – 16 October 2017 in Anna University. In this regard, Directors of 6 centres including IQAC, have been requested to prepare PPTs (in multiples of 10 slides) regarding the activities of their Centres and email to [dircia2011@gmail.com](mailto:dircia2011@gmail.com) for preparing posters to be displayed in the exhibition stalls. Director, CIA, has volunteered to prepare the posters on behalf of all the Centres. Two stalls will be provided for Anna University. Photos, if any, should be mailed separately in JPEG format.

#### 3. Any other matter with the permission of the Chair

Dr.T.Thyagarajan thanked the members for their sustained efforts and cooperation in the activities of IQAC. He concluded the meeting at 4.30 PM.

  
Dr. Sabitha Ramakrishnan  
Deputy Director, IQA

  
Dr. T. Thyagarajan  
Director, IQAC

Minutes Prepared by: Dr.S.Meenakumari



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ANNA UNIVERSITY, CHENNAI - 600 025**

Phone: 044-2235 8993, E-mail: iqac@annauniv.edu

Date: 21.11.2017

**Sub: Minutes of the 13<sup>th</sup> Internal Meeting of IQAC held on 21 .11.2017 at 3.15 P.M in IQAC office, (CUIC Building), Anna University.**

The 13<sup>th</sup> internal meeting of IQAC, Anna University was held 21.11.2017 at 3.15 PM in the IQAC office, CUIC Building, Anna University. The following members were present.

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.R.Sitalakshmi (KRS)	IQAC Campus Coordinator - SAP
Dr. K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari (SMK)	IQAC Campus Coordinator - CEG

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting. The IQAC team members discussed the following agenda points:

1. Consolidation of AQAR: 2016-17
2. Training Program for Non Teaching Staff Members
3. Workshop for IQAC Department Coordinators
4. AU-NIRF 2018
5. Institute of Eminence (IoE)
6. Purchase Activities
7. Any other matter with the permission of the Chair

1. Consolidation of AQAR 2016-17

Dr. T. Thyagarajan, Director-IQAC informed that Mrs. Jaya, Professional Assistant of IOM will assist in the consolidation of AQAR: 2016-17. He requested the Deputy Director to follow it up with her.

**Action to be taken by: Dr. Sabitha Ramakrishnan**

2. Training Program for Non Teaching Staff Members

It is proposed to conduct a One day Training Program for Non-Teaching Staff members of Anna University in January 2018. Dr.K.V.Radha, IQAC Campus Coordinator is requested to coordinate the event.

**Action to be taken by: Dr.K.V.Radha**

3. Workshop for IQAC Department Coordinators

It is proposed to conduct a workshop for IQAC Coordinators of all the Departments during February-2018. Dr.Sabitha Ramakrishna, Deputy Director IQAC is requested to coordinate the workshop

**Action to be taken by: Dr. Sabitha Ramakrishnan**

4. NIRF 2018

Dr. T. Thyagarajan, Director-IQAC informed that a core team has been formed with Director-IQAC as the Convener and Deputy Director-IQAC as the Member Secretary to coordinate the successful participation of our University in the NIRF-2018.

**Action to be taken by: Dr. T. Thyagarajan & Dr. Sabitha Ramakrishnan**

5. Institute of Eminence (IoE)

Dr. T. Thyagarajan, Director-IQAC informed that a core team has been formed with Director-IQAC as the Co-Convener to coordinate the successful submission of our University proposal for the IOE.

**Action to be taken by: Dr. T. Thyagarajan**

6. Purchase Activities

Director IQAC requested Dr.K.V.Radha, IQAC Campus Coordinator-ACT to purchase Computers, Laser Printers, A/C and Furniture for IQAC office.

**Action to be taken by: Dr.K.V.Radha**


7. Any other matter: Letter of request from Dr. K.R. Sitalakshmi

Prof. K. R. Sitalakshmi, after getting elevated as the Chairperson of the faculty of Architecture and Planning, requested for relief from the post of SAP Campus IQAC Coordinator. Director-IQAC requested her to continue her role till alternate arrangements are made.

**Action to be taken by: Dr. T. Thyagarajan**

The Director thanked all the members for their sustained efforts and cooperation in carrying out the activities of IQAC. The meeting ended at 4.15 PM.

  
**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

  
**Dr. T. Thyagarajan**  
Director, IQAC

Minutes Prepared by: Dr. S. Meenakumari





**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ANNA UNIVERSITY, CHENNAI - 600 025**

Phone: 044-2235 8993, E-mail: iqac@annauniv.edu

Date: 19.12.2017

**Sub: Minutes of the 14<sup>th</sup> Internal Meeting of IQAC held on 19.12.2017 at 3.30 P.M in IQAC office, (CUIC Building), Anna University.**

The 14<sup>th</sup> internal meeting of IQAC, Anna University was held on 19.12.2017 at 3.30 PM in the IQAC office, CUIC Building, Anna University. The following members were present.

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari (SMK)	IQAC Campus Coordinator - CEG
Ms. R. Rajeswari (RR)	IQAC Campus Coordinator - SAP
Dr. K.R.Sitalakshmi (KRS)	Outgoing IQAC Campus Coordinator - SAP

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting and discussed the following agenda points with the IQAC team members:

1. Consolidation of AQAR: 2016-17
2. Welcoming the new IQAC Coordinator for SAP Campus
3. Venue for IQAC Office
4. Training Program for Non Teaching Staff Members
5. Workshop for IQAC Department Coordinators
6. Purchase Activities
7. Any other matter with the permission of the Chair

**1. Consolidation of AQAR 2016-17**

Dr. T. Thyagarajan, Director-IQAC informed that he approached the Director, IOM, for providing had offered his support Mrs. Jaya, Professional Assistant of IOM will assist in the consolidation of AQAR: 2016-17. He requested the Deputy Director to follow it up with her.

**Action to be taken by: Dr. Sabitha Ramakrishnan**

**2. Welcoming the new IQAC Coordinator for SAP Campus**

Dr. T. Thyagarajan, on behalf of the IQAC team thanked Dr. K. R. Sitalakshmi for her contribution to IQAC during her tenure. He also congratulated her on her elevation as Chairperson, Faculty of Architecture & Planning.

Dr. T. Thyagarajan, along with the IQAC team members welcomed Ms. R. Rajeswari, AP-SAP, IQAC coordinator for SAP Campus, who took charge on .12.2017.

**3. Venue for IQAC Office**

Dr. T. Thyagarajan informed that a permanent office had been sanctioned for the IQAC Office (Erstwhile O/o. Finance Officer - AU), in the first floor of the White Building, CEG Campus, Anna University.

**4. Training Program for Non Teaching Staff Members**

It is proposed to conduct Training Program for Non-Teaching Staff members of Anna University as per the following tentative schedule:

Sl. No.	Title of programme	Coordinators	Duration	Target audience
1	Capacity Building Programme	Dr. K.V.Radha & Mrs. R.Rajeswari	29.1.2018 to 2.2.2018 (3.00 PM to 5.00 PM)	Administrative Staff members of Anna University
2	Competency Development Programme	Dr. K.V.Radha & Mrs. S. Meenakumari	5.2.2018 to 9.2.2018 (3.00 PM to 5.00 PM)	Technical Staff Members of Anna University

The Director requested the coordinators to prepare the following in this regard:

- Note to Registrar requesting permission to conduct the programme along with approximate budget (before 9.1.2018)
- Selection of lecture topics & Identification of resource persons. Dr. Kalaiselvan, Addl. Director – CUIC may be consulted for inputs. (Before 10.1.2018)
- Programme brochure (10.1.2018)
- Tentative schedule (11.1.2018)

**Action to be taken by: Dr.K.V.Radha & Ms. R. Rajeswari**

#### **5. Workshop for IQAC Department Coordinators**

It is proposed to conduct a workshop for IQAC Coordinators of all the Departments during February-2018, tentatively scheduled for Feb 1<sup>st</sup>, 2018. The Director requested Dr. Sabitha Ramakrishnan to coordinate the workshop and prepare the following:

- Note to Registrar requesting permission to conduct the programme along with approximate budget (before 9.1.2018)
- Selection of lecture topics & Identification of resource persons. Dr. Kalaiselvan, Addl. Director – CUIC may be consulted for inputs. (Before 10.1.2018)
- Programme brochure (10.1.2018)
- Tentative schedule (11.1.2018)

**Action to be taken by: Dr. Sabitha Ramakrishnan**

#### **6. Purchase Activities**

The Director requested Dr.K.V.Radha, IQAC Campus Coordinator-ACT to follow- up the purchase of Computers, Laser Printers, A/C and Furniture for IQAC office.

**Action to be taken by: Dr.K.V.Radha**

#### **4. Any other matter:**

- The Director informed that he will be attending the Quality Conference in Italy scheduled during 14th - 18th Jan, 2018 in Italy, along with D-CIA, D-AC and D-Res.
- Reminder circulars have been sent by IQAC for the following activities:
  - Academic Audit
  - Research Journal
  - Application for NBA Accreditation
- Subsequent to the follow- up activities of the IQAC, the following departments have initiated submission of application for NBA accreditation:

- Computer Science
- IT
- Industrial Engineering
- Civil Engineering
- Mechanical Engineering

(iv) As the convener for the uploading of University data for NIRF ranking, Director IQAC, along with the NIRF Nodal Officer (HOD-IE) executed the following activities:


- 15.09.2017 - Core committee was formed
- 27.09.2017 - Registration was done
- 25.10.2017 - Preliminary meeting
- 01.11.2017 - Stakeholder's meeting
- 03.11.2017 - Circular distribution
- 04.11.2017 to 08.11.2017 - Data collection and consolidation
- 15.11.2017 to 15.11.2017 - Internal Review
- 17.11.2017 - Final Review
- 21.11.2017 - Fine tuning
- 22.11.2017 – Uploading for Architecture and Management rankings
- 23.11.2017 – Uploading for Engineering ranking
- 29.11.2017 – Uploading for Overall ranking

(v) The Director IQAC requested Ms. R.Rajeswari, IQAC Coordinator - SAP to put together a Booklet on the IQAC Activities for the past 2 years 2015-2016 and 2016-2017, which will include the following work:

- Designing the Cover Page
- Designing the Content page
- Compiling the Contents

(vi) The Director IQAC requested Ms. R.Rajeswari, IQAC Coordinator - SAP to update the information on the IQAC website.

The Director thanked all the members for their sustained efforts and cooperation in carrying out the activities of IQAC. The meeting ended at 4.30 PM.

  
**Dr. Sabitha Ramakrishnan**  
 Deputy Director, IQAC

  
**Dr. T. Thyagarajan**  
 Director, IQAC

Minutes prepared by: Mrs. R. Rajeswari



**Sub: Minutes of the 15<sup>th</sup> Internal Meeting of IQAC held on 17.04.2018 at 2.30 P.M in IQAC office, (University Administration Building), Anna University.**

The 15<sup>th</sup> internal meeting of IQAC, Anna University was held on 17.04.2018 at 2.30 PM in the IQAC office, CUIC Building, Anna University. The following members were present.

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari (SMK)	IQAC Campus Coordinator - CEG
Ms. R. Rajeswari (RR)	IQAC Campus Coordinator - SAP

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting and discussed the following agenda points with the IQAC team members:

- 1.Roadmap for the year 2018-19
- 2.Facilitation of AICTE recognition
- 3.Academic Audit
- 4.Research Journal
- 5.Templates for PPT and Publications
- 6.Benchmarking
- 7.IQAC Activities Booklet
- 8.Space for IQAC Office
- 9.Additional staff for IQAC
10. Any other matter with the permission of the Chair

### **1.Roadmap for the year 2018-19**

A tentative roadmap for the year 2018-19 was prepared by Dr. Sabitha Ramakrishnan and the same was discussed in the meeting. The suggestions of Director IQAC and the members were considered. The revised roadmap will be prepared by Deputy Director, preferably before 24.4.2018.

**Action to be taken by: Dr. Sabitha Ramakrishnan**

### **2.Facilitation of AICTE recognition**

Director IQAC informed that the details of around 59 programmes offered by the University Departments were submitted to AICTE for approval. He requested the IQAC team to help in facilitating the AICTE Recognition for the remaining programmes offered by University Departments of Anna University.

**Action to be taken by: Respective IQAC Campus Coordinators**

### **3.Academic Audit**

Director IQAC requested the Deputy Director to prepare a circular for conducting Academic Audit for all the University Departments, preferably before 24.4.2018.

**Action to be taken by: Dr. Sabitha Ramakrishnan**

#### **4. Research Journal**

The Director discussed about the printing of Research Journal in the University for the Academic year 2018-19. He requested the Deputy Director to prepare a reminder circular, preferably before 24.4.2018

**Action to be taken by: Dr. Sabitha Ramakrishnan**

#### **5. Templates for PPT and Publications**

The Director requested Dr.K.V .Radha, IQAC Coordinator, AC Tech Campus, to work on templates for PPT and Publications and submit the draft version, preferably before 30.4.2018.

**Action to be taken by: Dr.K.V .Radha**

#### **6. Benchmarking**

Dr.S.Meenakumari, IQAC Coordinator, CEG Campus, was requested to work on Benchmark Strategies for the University and submit the draft version, preferably before 30.4.2018.

**Action to be taken by: Dr.S.Meenakumari**

#### **7. IQAC Activities Booklet**

Mrs.R.Rajeswari IQAC Coordinator, CSAP Campus, was requested to work on IQAC Activities Booklet, preferably before 30.4.2018 (which was pending for the past 4 months).

**Action to be taken by: Ms. R. Rajeswari**

#### **8. Space & Staff for IQAC Office**

A permanent office space is allotted for the IQAC Office (Erstwhile office of the Finance Officer - AU), in the first floor of the University Administration Block, Main Campus, Anna University. The IQAC team discussed and unanimously decided to request for additional Staff and space to carry-out several activities related to IQAC.

**Action to be taken by: Dr. T. Thyagarajan**


#### **9. IQAC Website Up-dation**


Mrs.R.Rajeswari IQAC Coordinator, SAP Campus, was requested to arrange for updation of IQAC website with recent photos of 4 Trg Prog. Conducted and with the NIRF-2018 certificates etc., preferably before 30.4.2018

**Action to be taken by: Ms. R. Rajeswari**

The Director thanked all the members for their sustained efforts and cooperation in carrying out the activities of IQAC. The meeting ended at 3.30 PM.

**Minutes prepared by: Dr.S.Meenakumari**

  
**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

  
**Dr. T. Thyagarajan**  
Director, IQAC





## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

Phone: 044-2235 8993, E-mail: iqac@annauniv.edu

Date: 8.5.2018

**Sub: Minutes of the 16<sup>th</sup> Internal Meeting of IQAC held on 8.5.2018 at 2.30 P.M in IQAC office, (University Administration Building), Anna University.**

The 16<sup>th</sup> internal meeting of IQAC, Anna University was held on 8.5.2018 at 2.30 PM in the IQAC office, CUIC Building, Anna University. The following members were present.

Dr. T. Thyagarajan (T T)	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumari (SMK)	IQAC Campus Coordinator - CEG

Dr. T. Thyagarajan, Director-IQAC welcomed the members to the meeting and discussed the following agenda points with the IQAC team members:

Agenda:

1. Review of the minutes of 15<sup>th</sup> Internal Meeting
2. Template for PPT and format for affiliations in Research publications
3. Benchmarking
4. Note to VC regarding action taken on NAAC PTR remarks (2014)
5. IQAC Activities Booklet
6. Any other matter with the permission of the Chair

### **1. Review of the Minutes of 15<sup>th</sup> Internal Meeting:**

Director IQAC reviewed the minutes of the 15<sup>th</sup> Internal Meeting and briefed the members regarding the action taken:

- The roadmap for 2018-19 has been prepared and mailed by Dr. Sabitha Ramakrishnan
- The reminder letters for Academic Audit and Research Journal Publication have been prepared by Dr. Sabitha and corrected by the Director-IQAC. The letters have been signed by Registrar on 8.5.2018 and distributed to the officials concerned on the same day.
- The draft IQAC activities booklet has been mailed by Mrs. Rajeswari on 27.4.2018.
- The website updation has been completed by the Director with the help of Mr. Naresh Kumar, Professional Assistant on 25.4.2018

### **2. Template for PPT title slide and affiliations in Research publications**

Director-IQAC mentioned that a uniform format has to be followed in the affiliations presented in research publications. He told that this will be helpful in calculating H-Index of the University and also for extracting the research details from Web of Science for ranking purposes. He also mentioned that a template can be prepared for PPT so that it can be followed uniformly by all officials. He requested Dr. Radha to prepare a draft template for the above.

**Action to be taken by: Dr. Radha**



### 3. Benchmarking

Director-IQAC perused the Benchmarking strategies presented by Dr. S. Meenakumari and gave suggestions to modify the points. He requested Dr. Meenakumari to mail the draft before 9.5.2018.

**Action to be taken by: Dr. S. Meenakumari**

### 4. Note to VC regarding action taken on NAAC PTR remarks (2014)

Director IQAC requested the Deputy Director to prepare a draft note to VC regarding the preparations to be made for NAAC re-accreditation which is due in September 2019. He also suggested that a table of remarks given by the NAAC PTM during the Peer Team Visit in July 2014 along with the action taken / work to be completed may be prepared for submission to VC. He requested that the draft note may be mailed preferably before 9.5.2018

**Action to be taken by: Dr. Sabitha Ramakrishnan**

### 5. IQAC Activities Booklet

Director-IQAC mentioned that the draft booklet has been received from Mrs. Rajeswari, IQAC Coordinator, SAP campus. The details regarding 5<sup>th</sup> IQAC Council meeting and UGC-UPE need to be corrected and the final draft of the IQAC activities booklet may be completed preferably before 15.5.2018

**Action to be taken by: Ms. R. Rajeswari**


### 6. Any other matter with the permission of the Chair

Director-IQAC requested the Deputy Director to prepare a draft letter to UGC for recognition under Category-I institution, since, Anna University currently satisfies the norms prescribed for the same preferably before 15.5.2018.

The Director thanked all the members for their sustained efforts and cooperation in carrying out the activities of IQAC. The meeting ended at 3.30 PM.

**Minutes prepared by: Dr. Sabitha Ramakrishnan**

  
**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

  
**Dr. T. Thyagarajan**  
Director, IQAC