



INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

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

Date: 08.07.2019

Sub: Minutes of the 27th Internal Meeting of IQAC held on 08.07.2019 at 1.30 P.M in IQAC office, Anna University.

The 27th internal meeting of IQAC was held on 08.07.2019 at 1.30 PM in the IQAC office, Anna University. The following members were present:

Dr.Kurian Joseph	Director, IQAC
Dr.Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr.K.V. Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumar(SMK)	IQAC Campus Coordinator - CEG
Ms.R.Rajeswari (RR)	IQAC Campus Coordinator - SAP
Ms.S.IIakiya (SI)	IQAC Campus Coordinator -MIT

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

1. Review of the minutes of the 26th Internal Meeting held on 28.6.2019
2. Appointment of Mr.G.Vijay Sankar as Professional Assistant I.
3. Monthly Progress Reports
4. Circular for AQAR 2018-19
5. NIRF core committee formation
6. NAAC VC-PPT preparation :: Formation of Committee
7. IQAC Stock verification
8. Statement of Account
9. Budget utilization
10. Any other matter with the permission of the Chair

1. Review of the minutes of the 25th Internal Meeting

The agenda of the Minutes of 26th IQAC Meetings was discussed.

2. Appointment of Mr.G.Vijay Sankar as Professional Assistant I.

Mr.G.Vijay Sankar is appointed as Professional Assistant I in IQAC office

3. Monthly Progress Report

The Director asked Mrs Rajeswari to prepare Monthly Progress report.

Action to be taken by: Mrs.Rajeswari , CC-SAP

4. Circular for AQAR 2018 -19

The Director requested Dr.Sabitha Ramakrishna to prepare circular regarding AQAR 2018-19

5. NIRF Core Committee Formation

The Director asked all the campus coordinators to decide on the members for NIRF core committee.

Action to be taken by: All Campus Coordinator

6. NAAC-VC –PPT Preparation: Formation of Committee

The Director requested Dr Sabitha Ramakrishnan to prepare NAAC VC PPT

Action to be taken by: Dr Sabitha Ramakrishnan

7. IQAC Stock Verification

The Director requested Dr Sabitha Ramakrishnan to carry the stock verification process

Action to be taken by: Dr Sabitha Ramakrishnan

8. Statement of Accounts and Budget utilization

The Director suggested to reduce expenditure on furniture and to increase the budget allocation for professional assistants

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

9. Any Other Matter Action Taken report

The Director requested Dr.S.Meenakumari to prepare the Action Taken Report based on the remarks of NAAC committee

Action to be taken by: Dr S.Meenakumari

Dr. Kurian Joseph Director-IQAC, 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. Kurian Joseph
Director, IQAC
Director
Internal Quality
Assurance Cell
Anna University, Chennai-25.

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

Date: 25-09-2019

Sub: Minutes of the 28th Internal Meeting of IQAC held on 25.09.2019 at 2.30 P.M in IQAC office, Anna University.

The 28th internal meeting of IQAC was held on 25.09.2019 at 2.30 PM in the IQAC office, Anna University. The following members were present:

Dr.Kurian Joseph	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.V. Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumar(SMK)	IQAC Campus Coordinator - CEG
Ms. R. Rajeswari (RR)	IQAC Campus Coordinator - SAP
Ms.S. Ilakiya (SI)	IQAC Campus Coordinator –MIT

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

1. Review of the minutes of the 27th Internal Meeting held on 8.7.2019
2. Status of NAAC-SSR finalization and submission
3. Circular for AQAR 2018-19
4. Monthly Progress Reports
5. Tentative schedule of the training programmes to be conducted during 2019-20
6. Status of IQAC Stock verification
7. Budget utilization
8. Status of IQAC account updates and entry in registers
9. Any other matter with the permission of the Chair

1. Review of the minutes of the 28th Internal Meeting

The agenda of the Minutes of 28th IQAC Meetings was discussed .

2. Status of NAAC –SSR finalization submission

The Director enquired about the NAAC data collection Status

Action to be taken by: All Campus Coordinator

3. Monthly Progress Report

The Director asked Mrs Rajeswari to prepare Monthly Progress report

Action to be taken by: Mrs.Rajeswari, CC-SAP

4. Tentative Schedule of the training Programmes to be conducted during 2019-20

The Director asked all the campus coordinators to work on the four training programs to be conducted on the topics namely Learning Resource Management and Quality sustenance. The program shall be conducted in November and December, 2019. The IQAC Team shall work on title of the programs

Action to be taken by: All Campus Coordinator

5. IQAC Stock Verification

The Director requested Dr.Sabitha Ramakrishnan to share the status of the stock verification process

Action to be taken by: Dr Sabitha Ramakrishnan

6. Statement of Accounts and Budget utilization

The Director suggested to Dr.K.V Radha to update the status of Statement of accounts and Budget Utilization.

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

7. Status of IQAC account updates and entry in registers

The Director asked Dr.Sabitha Ramakrishnan the status of IQAC account updates and entry in registers.

Action to be taken by: Dr Sabitha Ramakrishnan

8. Any Other Matter

IQAC Council Meeting

The IQAC team proposed to conduct IQAC council Meeting in the month of November, 2019.

The Director allocated the following tasks for the team members.

- Review of last council Meeting Members, Finance work and Agenda Preparation- Dr.Sabitha Ramakrishnan
- Budget Utilisation – Dr.KV.Radha
- IQAC Activities (2018-19) and Roadmap 2018-19 –Dr.S.Meenakumari
- Benchmark Review – Mrs Rajeswari

Action to be taken by: All Campus Coordinators

Dr.Kurian Joseph Director-IQAC, 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. Kurian Joseph
Director, IQAC
Director
Internal Quality
Assurance Cell
Anna University, Chennai-25.

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

Date: 16-10-2019

Sub: Minutes of the 29th Internal Meeting of IQAC held on 16.10.2019 at 3.00 P.M in IQAC office, Anna University.

The 29th internal meeting of IQAC was held on 16.10.2019 at 3.00 PM in the IQAC office, AnnaUniversity. The following members were present:

Dr.Kurian Joseph	Director, IQAC
Dr.Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr.K.V.Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumar(SMK)	IQAC Campus Coordinator - CEG
Ms.R.Rajeswari (RR)	IQAC Campus Coordinator - SAP
Ms.S.IIakiya (SI)	IQAC Campus Coordinator –MIT

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

1. Review of the minutes of the 29th Internal Meeting held on 25.9.2019
2. IQAC council Meeting Preparation
3. Activity Report
4. Updation of Benchmarking Practices
5. Times Higher Education Ranking
6. Training Programs of IQAC
7. AQAR Circular
8. Any other matter with the permission of the Chair

1. Review of the minutes of the 29th Internal Meeting

The agenda of the Minutes of 29th IQAC Meetings was discussed.

2. IQAC Council Meeting Preparation

The Director asked Dr Sabitha Ramakrishnan to prepare the Agenda for the 7th Council Meeting
Action to be taken by: Dr.Sabitha Ramakrishnan

3. Activity Report

The Director asked Dr.S.Meenakumari to Activity Report of IQAC from July 2018 to Jun 2019.
Action to be taken by: Dr.S.Meenakumari

4. Updation of Benchmarking Practices

Mrs.Rajeswari will work on the updation of Benchmarks that have been created
Action to be taken by: Mrs.R.Rajeswari

5. Times Higher Education Ranking

The Director discussed about Times Higher Education Ranking. He highlighted Sustainable Development Goals (SDG). The Director suggested the team to align the training programs of IQAC with SDG.

Action to be taken by: All Campus Coordinator

6. Training Programs of IQAC

The following Training program is proposed

- a. Workshop on Learning Management Systems (LMS) for faculty members in MITcampus- Dr. Kurian Joseph, Dr.Sabitha and Ms .Ellakiya
- b. Workshop on Learning Management Systems (LMS) for faculty members in MITcampus- Dr. Kurian Joseph, Dr.S.Meenakumari and Mrs R.rajeswari
- c. Seminar on Data Evaluation and Benchmarking for Quality sustenance and Enhancement Dr. Kurian Joseph,
- d. Training on E-Resource for Financial Management Dr. Kurian Joseph ,
- e. Sustainable Development Goals for Higher Education Dr. Kurian Joseph ,

Action to be taken by: All Campus Coordinator

7. AQAR Circular

The Director asked the Deputy Director to prepare and sent circular for AQAR.

Action to be taken by: Dr.Sabitha Ramakrishnan

Dr Kurian Joseph Director-IQAC, thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 5.30 PM.



Dr. Sabitha Ramakrishnan
Deputy Director, IQAC



Dr. Kurian Joseph
Director, IQAC

Director
Internal Quality
Assurance Cell
Anna University, Chennai-25.

Minutes prepared by: Dr.S.Meenakumari



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Date: 04.11-2019

Sub: Minutes of the 30th Internal Meeting of IQAC held on 04.11.2019 at 4.00 P.M in IQAC office, Anna University.

The 30th internal meeting of IQAC was held on 04.11.2019 at 4.00 PM in the IQAC office, Anna University. The following members were present:

Dr.Kurian Joseph	Director, IQAC
Dr. Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr. K.V. Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumar(SMK)	IQAC Campus Coordinator – CEG
Ms. R. Rajeswari (RR)	IQAC Campus Coordinator - SAP
Ms.S. Ilakiya (SI)	IQAC Campus Coordinator –MIT

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

1. Review of the minutes of the 30th Internal Meeting held on 16.10.2019
2. NIRF 2020
3. AQAR
4. Times Higher Education Ranking
5. Training Programs of IQAC
6. Any other matter with the permission of the Chair

1. Review of the minutes of the 30th Internal Meeting

The agenda of the Minutes of 30th IQAC Meetings was discussed.

2. NIRF 2020

The Director asked IQAC coordinators to coordinate with NIRF campus coordinator for completion of NIRF 2020

Action to be taken by: All Campus Coordinator

3. AQAR

The Director enquired the status of AQAR preparation.

Action to be taken by: Dr.Sabitha Ramakrishnan

4. Times Higher Education Ranking

The Director discussed about Times Higher Education Ranking. He highlighted Sustainable Development Goals (SDG). The Director suggested the team to align the training programs of IQAC with SDG.

Action to be taken by: All Campus Coordinator

5. Training Programs of IQAC

The following Training program is proposed

Awareness Program on E-Governance and Financial Management on Nov 18 & 19, 2019 –

Dr. Kurian Joseph, Dr.Sabitha & Dr.Radha

- a. Workshop on Learning Management Systems (LMS) for faculty members in MIT campus on 19&20 Dec ,2019- Dr. Kurian Joseph ,Dr.Sabitha and Ms .Ellakiya
- b. Workshop on Learning Management Systems (LMS) for faculty members in CEG campus-on 23 & 24 ,Jan ,2019.Dr. Kurian Joseph ,Dr.S.Meenakumari and Mrs R.Rajeswari
- c. SWOT and Benchmarking for Quality sustenance and Enhancement on 12 and 13 Dec,2019- Dr. Kurian Joseph , Dr.S.Meenakumari and Mrs R.Rajeswari
- d. Aligning Higher Education for Sustainable Development Goals – Dates and Coordinators yet to be finalized
- e. Training on E-Resource for Financial Management Dr. Kurian Joseph ,
- f. Quality Sustenance (tentative title) –Dr.Radha

Action to be taken by: All Campus Coordinator

Dr Kurian Joseph Director-IQAC, thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 5.30 PM.



Dr. Sabitha Ramakrishnan
Deputy Director, IQAC



Dr. Kurian Joseph
Director, IQAC
Director
Internal Quality
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Anna University, Chennai-25.

Minutes prepared by: Dr.S.Meenakumari



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Date: 03.01.2020

Sub: Minutes of the 31ST Internal Meeting of IQAC held on 03.01.2020 at 3.30 P.M in IQAC office, Anna University.

The 31st internal meeting of IQAC was held on 03.01.2020 at 3.30 PM in the IQAC office, Anna University. The following members were present:

Dr.Kurian Joseph	Director, IQAC
Dr.Sabitha Ramakrishnan (SRK)	Deputy Director, IQAC
Dr.K.V.Radha (KVR)	IQAC Campus Coordinator ACT
Dr.S.Meenakumar(SMK)	IQAC Campus Coordinator – CEG
Ms.R.Rajeswari (RR)	IQAC Campus Coordinator - SAP
Mrs.S.Nivedha	Professional Assistant- IQAC

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

1. IQAC council meeting
2. NAAC criteria evaluation consolidation and follow up
3. Follow up of NAAC criteria based on DMU
4. NBA committee follow up
5. LMS committee meeting follow up

1. IQAC council meeting

The Director and the team proposed to conduct IQAC council Meeting at end of January 2020

Action to be taken by: All Campus Coordinator

2. NAAC criteria evaluation consolidation and follow up

All IQAC campus coordinators were asked to check NAAC criteria and complete the same.

Action to be taken by: All Campus Coordinator

3. Follow up of NAAC criteria based on DMU

Dr Sabitha Ramakrishnan ,DD-IQAC participated in National level workshop on Dual Mode Universities held at NAAC , Bangalore on 18 th December, 2019.She presented NAAC criteria based DMU from the workshop.

Action to be taken by: Dr Sabitha Ramakrishnan, DD

4. NBA committee follow up

Director asked Dr Radha to follow up NBA committee


Action to be taken by: Dr K.V Radha

5. LMS committee meeting follow up

Director asked Dr.S.Meenakumari to conduct the second meeting for LMS initiatives

Action to be taken by: Dr S.Meenakumari

Dr Kurian Joseph Director-IQAC, thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 5.30 PM.


Dr. Sabitha Ramakrishnan
Deputy Director, IQAC


Dr. Kurian Joseph
Director, IQAC

Director
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Anna University, Chennai-25.

Minutes prepared by: Dr.S.Meenakumari



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Date: 24.01.2020

Sub: Minutes of the 32nd Internal Meeting of IQAC held on 24.01.2020 at 3.30 P.M in IQAC office, Anna University.

The 32nd internal meeting of IQAC was held on 24.01.2020 at 3.30 PM in the IQAC office, Anna University. The following members were present:

Dr.Kurian Joseph	Director, IQAC
Dr. K.V. Radha (KVR)	IQAC Campus Coordinator - ACT
Dr.S.Meenakumar(SMK)	IQAC Campus Coordinator - CEG
Ms. R. Rajeswari (RR)	IQAC Campus Coordinator - SAP
Mr.Vijayasankar	Professional Assistant- IQAC

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

1. IQAC council meeting
2. NAAC criteria evaluation consolidation and follow up
3. NBA committee follow up
4. LMS committee meeting follow up

1. IQAC council meeting
The Director and the team proposed to conduct IQAC council Meeting

Action to be taken by: All Campus Coordinator

2. NAAC criteria evaluation consolidation and follow up
All IQAC campus coordinators were asked to check NAAC criteria and complete the same.

Action to be taken by: All Campus Coordinator

3. NBA committee follow up
Director asked Dr Radha to follow up NBA committee

Action to be taken by: Dr K.V Radha

4. LMS committee meeting follow up
Director asked Dr.S.Meenakumari to conduct the second meeting for LMS initiatives on 29th Jan- 2.00 pm at RCC,Anna University.

Action to be taken by: Dr S.Meenakumari

Dr Kurian Joseph Director-IQAC, thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 5.30 PM.


Dr. Sabitha Ramakrishnan
Deputy Director, IQAC


Dr. Kurian Joseph
Director, IQAC

Director
Internal Quality
Assurance Cell
Anna University, Chennai-25.

Minutes prepared by: Dr.S.Meenakumari