



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

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

Date: 03.07.2018

### Minutes of the 17<sup>th</sup> Internal Meeting of IQAC held on 03.07.2018 at 3.00PM in IQAC office, First Floor, University Administration Building, Anna University.

The 17<sup>th</sup> internal meeting of IQAC, Anna University was held on 3.7.2018 at 3.00 P.M PM in the IQAC office, First Floor, University Administration Building, Anna University. The following members were present.

Dr.T.Thyagarajan (TT)	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
Mrs.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:

#### Agenda:

1. Review of the minutes of 16th IQAC internal meeting held on 8.5.2018
2. IQAC Roadmap for the year 2018-19
3. Circular for AQAR 2017-18
4. IQAC Activities Booklet
5. Appointment of Professional Assistant
6. Any other matter with the permission of the Chair

#### 1. Review of the minutes of 16th IQAC internal meeting

Director IQAC reviewed the minutes of the 16<sup>th</sup> Internal Meeting and briefed the members regarding the action taken on the following:

- The roadmap for 2018-19 was prepared and mailed by Dr. Sabitha Ramakrishnan on 8.5.2018
- The reminder letters for Academic Audit and Research Journal Publication have been distributed to the respective Directors on 8.5.2018
- A report on Benchmark Strategies was completed by Dr.S.Meenakumari on 8.5.2018.
- Template for PPT and format for affiliations in Research publications was prepared and completed by Dr.K.V .Radha on 8.5.2018.

#### 2. IQAC Roadmap for the year 2018-19

Director-IQAC discussed the Roadmap for the year 2018-19 and briefed the duties and responsibilities of IQAC team members. He made the necessary additions / modifications in the roadmap and requested Dr. Sabitha Ramakrishnan to mail the corrected version of the Roadmap before 9.7.2018. He requested all the team members to execute the activities as per the roadmap in a timely manner.

**Action to be taken by: Dr. Sabitha Ramakrishnan (roadmap)**  
**All Members (for n.a. as per roadmap)**

3. **Circular for AQAR 2017-18**

Director-IQAC requested Dr. Sabitha Ramakrishnan to prepare the circular for AQAR 2017-18 to be sent to all Centres and Departments. He requested the campus coordinators to distribute the circulars in their respective campuses and also take care of necessary followup for collection of data pertaining to their campuses.

*2/5/18  
Well done*

**Action to be taken by: Dr. Sabitha Ramakrishnan (circular) and all campus coordinators (data collection)**

4. **IQAC Activities Booklet**

Director-IQAC appreciated Mrs. Rajeswari for successfully completing the compilation of "IQAC Activities Booklet" for the period Dec 2015 – June 2018.

*Excellent*

5. **Appointment of Professional Assistant**

Director-IQAC informed the IQAC team members that necessary steps have been taken for the appointment of Professional Assistant for IQAC office. He requested Dr. Sabitha Ramakrishnan to followup with PR30 section for speeding up the process.

*Pl follow up with  
Mr. Varadha  
PR30  
(7.56)*

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

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

Director-IQAC informed that the 6<sup>th</sup> IQAC Council Meeting is proposed to be conducted in August 2018. He requested Dr. Sabitha Ramakrishnan to make the necessary arrangements before the end of July 2018.

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

*Sabitha*

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

Minutes prepared by: Dr. S.Meenakumari

*Dr. T. Thyagarajan*

**Dr. T. Thyagarajan**  
Director, IQAC  
**Director**  
Internal Quality Assurance Cell  
Anha University, Chennai-25.

- 1) Committee
- 2) Agenda. R → VC - st IR. date and appnd.
- 3) (28/8/18 ?)
- 4) Invite / circular ID For members
- 5) pl. check IR check list



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ANNA UNIVERSITY, CHENNAI - 600 025**

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

Date: 31.07.2018

**Sub: Minutes of the 18<sup>th</sup> Internal Meeting of IQAC held on 31.07.2018 at 4.00 P.M in IQAC office, Anna University.**

The 18<sup>th</sup> internal meeting of IQAC, First Floor, Administrative Block, Anna University was held on 31.07.2018 at 4:00 PM in the IQAC office, 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
Ms. R. Rajeswari (RR)	Incoming 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. Review of the minutes of 17th IQAC internal meeting and action taken
2. Circular distribution for AQAR 2017-18 and status regarding Data collection
3. Preparations for 6th IQAC Council Meeting
4. Training programmes – tentative schedule
5. Initiation of purchase procedures
6. Any other matter with the permission of the Chair

**1. Review of the minutes of 17th IQAC internal meeting and action taken**

Dr. T. Thyagarajan, Director-IQAC reviewed the action taken on the 17<sup>th</sup> IQAC internal meeting minutes.

**2. Circular distribution for AQAR 2017-18 and status regarding Data collection**

Dr. Sabitha Ramakrishnan, Deputy Director- IQAC confirmed that the circular distribution for AQAR 2017-18 had gone on schedule. Dr. T. Thyagarajan requested feedback from the campus coordinators regarding the status of data collection in their respective campuses. The list of queries raised were discussed and the following clarifications were arrived at:

**Item no. 2.3.1:** ICT Tools and resources include: LCD Projectors, Computers, Software packages, Internet connectivity, and e-resources in the form CDs/DVDs and use of MOOC, SWAYAM, NPTL, AU-KDC etc. by the department. Also the Learning Management Systems such as SEMS may be included.

**Item no. 2.4.1:** Full time teachers in this context does not include tenure based faculty/ temporary faculty/ teaching fellows

**Item no. 2.7:** A sample proforma for Student Satisfaction Survey (SSS) will be mailed to the respective campus coordinators by Dr. Sabitha Ramakrishnan, to be shared by them with respective department coordinators.

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

**Item no. 3.4.5:** Guidance may be obtained from the Director, University Library regarding the Bibliometrics of publications.

**Item no. 3.6.2:** Extension activities may include R&D, Consultancy, NSS, NSC and other co-curricular and extra- curricular activities.

**Item no. 5.3.2:** Activities of the various Student Associations may be included.

**Action to be taken by: All the Campus Coordinators**

### **3. Preparations for 6th IQAC Council Meeting**

A tentative date of 28. 08. 2018 was fixed for the 6<sup>th</sup> IQAC Council Meeting. Dr.T.Thyagarajan, went over the checklist of activities to be carried out in preparation for the same, starting with the approval and confirmation of the date from the Vice- Chancellor.

**Action to be taken by: Dr.Sabitha Ramakrishnan & Dr. S. Meena Kumari**

### **4. Initiation of purchase procedures**

The Director requested Dr.K.V.Radha, IQAC Campus Coordinator-ACT to draw up a proposal of items utilizing the budget for the first quarter. The following items were suggested: Water Dispenser and Storage Units for the new IQAC Office, AMC for the copier machine.

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

### **5. Any other matter:**

The Director shared his experience of attending the Erasmus + Staff Mobility Exchange Programme at University of Edinburgh during 23<sup>rd</sup> to 27<sup>th</sup> July 2018, as part of a 9 member team of from Anna University.



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

Minutes prepared by: Mrs. R. Rajeswari



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

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



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI - 600 025

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

Date: 11.09.2018

**Sub: Minutes of the 19<sup>th</sup> Internal Meeting of IQAC held on 11.09.2018 at 3.30PM in IQAC office, Anna University.**

The 19th internal meeting of IQAC was held on 11.09.2018 at 3:30 PM in the IQAC office, 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
Ms. R. Rajeswari (RR)	IQAC Campus Coordinator - SAP
Mrs Nivedha	Professional Assistant- IQAC

Dr.T.Thyagarajan, 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 18th IQAC internal meeting and action taken
2. Status of data collection for AQAR 2017-18
3. Preparations for 6th IQAC Council Meeting
4. Training programmes – tentative schedule
5. Initiation of purchase related activities
6. Any other matter with the permission of the Chair

### **1. Review of the minutes of 18th IQAC internal meeting and action taken**

Dr.T.Thyagarajan, Director-IQAC reviewed the 18<sup>th</sup> IQAC internal meeting minutes and also the action taken.

### **2. Status of data collection for AQAR 2017-18**

Dr.T.Thyagarajan requested feedback from the campus coordinators regarding the status of data collection from their respective campuses. Campus Coordinators informed that, 60% of data collection from departments had been completed. They also informed that, the data from Dean Offices, Centres and Units were in the advanced stage of collection. The Director requested all the Campus Coordinators to continue facilitating the timely submission of the data in their respective campuses.

**Action to be taken by: All Campus Coordinators**

### **3. Preparations for 6th IQAC Council Meeting**

After obtaining the approval from the Vice Chancellor, the date for conduct of 6<sup>th</sup> IQAC Council Meeting has been fixed as 25.09.2018. Dr.T.Thyagarajan, D-IQAC, delegated the following activities among the IQAC members. Dr.K.V.Radha was requested to prepare the agenda booklet. Mrs.R.Rajeswari was requested to prepare the PowerPoint presentation. Dr.Sabitha Ramakrishnan was requested to minute the Council Meeting. Dr.S.Meenakumari was

requested to prepare the draft benchmarks and take care of the attendance during the conduct of the Meeting.

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

**4. Training Programmes – tentative schedule**

Dr. Sabitha Ramakrishnan and Mrs. R. Rajeswari were requested to coordinate the Training Program for faculty members, scheduled for the 27<sup>th</sup> and 28<sup>th</sup> of November.

Dr. K.V. Radha and Dr. S. Meenakumari were requested to coordinate the Training Program for the technical and administrative staff, scheduled for the 27<sup>th</sup> and 28<sup>th</sup> of November.

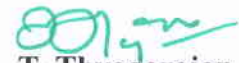
**Action to be taken by: All Campus Coordinators**

**5. Initiation of Purchase related activities**

Dr. K.V. Radha was requested to take initiatives for the purchase related activities as per the approved budget.

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

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

  
**Dr. T. Thyagarajan**  
Director, IQAC  
**Director**  
**Internal Quality**  
**Assurance Cell**  
Anna University, Chennai-25.

Minutes prepared by: **Mrs. R. Rajeswari**



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ANNA UNIVERSITY, CHENNAI - 600 025**

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

Date: 16.10.2018

**Sub: Minutes of the 20<sup>th</sup> Internal Meeting of IQAC held on 16.10.2018 at 3.30 P.M in IQAC office, Anna University.**

The 20<sup>th</sup> internal meeting of IQAC was held on 16.10.2018 at 3:30 PM in the IQAC office, 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 Coordinator – ACT Campus
Dr.S.Meenakumar (SMK)	IQAC Coordinator – CEG Campus
Ms. R. Rajeswari (RR)	IQAC Coordinator – SAP Campus
Mrs Nivedha	Professional Assistant- IQAC

Dr.T.Thyagarajan, Director-IQAC welcomed the members and reviewed action taken based on the minutes of the 19<sup>th</sup>. IQAC internal meeting minutes. Later he discussed the following agenda points with the IQAC team members:

1. Status of AQAR 2017-18
2. Budget Preparation
3. Initiatives as per EC Meeting Minutes
4. Training Program for Faculty Members
5. Training Program for Non-Teaching Staff Members
6. Purchase Initiation
7. Renewal of Temporary Staff member
8. Any other matter with the permission of the Chair

**1. Status of AQAR 2017-18**

The AQAR was collected from all the three campuses of Anna University by IQAC Team members. The Director requested the respective campus coordinators to consolidate and correct the collected AQAR.

- a. AQAR Part A and Part B (CEG ) -Dr.SMK
- b. AQAR Part B (Centers ) and Part B (MIT)-Dr.SRK
- c. AQAR Part B (ACTech) - Dr.KVR
- d. AQAR Part B (SAP) - Mrs RR

**Action to be taken by: All the IQAC Campus Coordinators**

## **2. Budget Preparation**

Dr.T.Thyagarajan and Dr.Sabitha Ramakrishnan will requested to prepare the Budget for the financial year 2019-20

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

## **3. Initiatives as per EC Meeting Minutes**

The following actions are to be taken based on the suggestions given by members during the 6<sup>th</sup> EC Meeting

- (i) Finalization of Benchmark Strategies
- (ii) Formulation of Guidelines for deputing faculty members to pursue Post doctoral Research.
- (iii) To initiate steps to get the AICTE approval for all the UG & P G Programmes

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

## **4. Training Program for Faculty Members**

A Training Program for Faculty members of Anna University is being proposed during 27& 28 November 2018 Dr. Sabitha Ramakrishnan and Mrs. R. Rajeswari were requested to coordinate the Training Program for faculty members.

**Action to be taken by: Dr.Sabitha Ramakrishnan & R.Rajeswari**

## **5. Training Program for Non-Teaching Staff Members**

A Training Program for Non -Teaching staff members (technical and administrative staff) of Anna University is being proposed on 4thDecember 2018 Dr. K.V. Radha and Dr. S. Meenakumari were requested to coordinate the Training Program for Non-Teaching Staff Members.

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

## **6. Purchase Activities**

Dr.K.V.Radha was requested to take initiatives for the purchase related activities as per the approved budget.

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





## 7. Renewal of Temporary Staff

Dr.T.Thyagarajan and Dr.SabithaRamakrishnan were requested to take action to renew the engagement of temporary staff for IQAC Office.

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

Director Dr.T.Thyagarajan thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 4.15 PM.

  
16/10/2018  
**Dr. Sabitha Ramakrishnan**  
Deputy Director, IQAC

  
16/10/2018  
**Dr. T. Thyagarajan**  
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 8993, E-mail: iqac@annauniv.edu

Date: 13.11.2018

**Sub: Minutes of the 21<sup>st</sup> Internal Meeting of IQAC held on 13.11.2018 at 2.45PM in IQAC office, Anna University.**

The 21<sup>st</sup> internal meeting of IQAC was held on 13.11.2018 at 2:45 PM in the IQAC office, 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.Meenakumar(SMK)	IQAC Campus Coordinator - CEG
Ms. R. Rajeswari (RR)	IQAC Campus Coordinator - SAP
Mrs Nivedha	Professional Assistant- IQAC

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

1. Status of AQAR 2017-18
2. Training Program for Faculty Members
3. Training Program for Non-Teaching Staff Members
4. Purchase Initiation
5. Monthly Progress Report

### **1. Status of AQAR 2017-18**

The Director-IQAC appreciated all the IQAC campus coordinator for their sincere efforts in collecting, consolidating and validating AQAR data from Departments, centers and unit offices for the year 2018. The consolidated AQAR report has been submitted to Heads of the departments to give their remarks on the same by 21.11.18. Dr. Sabitha Ramakrishnan Deputy Director- IQAC was requested by the Director to submit AQAR to NAAC and to upload the same in the website

**Action to be taken by: All Campus Coordinators**

### **2. Training Program for Faculty Members**

A Training Program for Faculty members of Anna University was proposed on November 27 & 28 2018. Dr. Sabitha Ramakrishnan and Mrs. R. Rajeswari were requested to coordinate the Training Program for faculty members. The campus coordinators were requested to coordinate with departments of their respective campus for the participation. The work in progress for the Training Program was discussed.

**Action to be taken by: All Campus Coordinator**

### 3. Training Program for Non-Teaching Staff Members

A Training Program for Non Teaching staff members (Technical and Administrative staff) of Anna University was proposed on December 4, 2018. Dr. K.V. Radha and Dr. S. Meenakumari were requested to coordinate the Training Program for Non-Teaching Staff Members.

**Action to be taken by: All Campus Coordinators**

### 4. Purchase Initiation

Dr. K.V. Radha was requested to take initiatives for the purchase related activities as per the approved budget. The purchase was proposed to be done on books, computer consumables maintenance of equipments and Stationery Items.

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

### 5. Monthly Progress Report

Ms. Rajeswari requested to prepare Monthly Progress Report Activities of IQAC


**Action to be taken by: Mrs Rajeswari**

### 6. Any Other Matter

It was discussed in the meeting to sent the reminder for Academic Audit to Director - Academic courses , Research journal to Director - Center for Research , AICTE approval and NBA accreditation to all the Heads of the Departments

Director Dr. T. Thyagarajan thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 3.45 PM.

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

  
**Dr. T. Thyagarajan**  
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 8993, E-mail: iqac@annauniv.edu

Date: 21.1.2019

**Sub: Minutes of the 22<sup>th</sup> Internal Meeting of IQAC held on 21.01.2019 at 4.00 P.M in IQAC office, Anna University.**

The 22<sup>nd</sup> internal meeting of IQAC was held on 21.01.2019 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
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. Review of the minutes of the 21st Internal Meeting
2. AQAR 2017-18 submission
3. Creation of Benchmarks.
4. Purchase activities
5. Monthly Progress Reports
6. Initiating NAAC Re-accreditation
7. Academic Audit
8. Any other matter with the permission of the Chair

**1. Review of the minutes of the 21st Internal Meeting**

The agenda of the Minutes of 21<sup>st</sup> IQAC Meetings was discussed .

**2. Submission of AQAR 2017-18**

The Director-IQAC appreciated all the IQAC-Campus-Coordinators (ICCs) for their sincere efforts in collecting, consolidating and submission of AQAR data from Departments, Centers and Unit offices for the year 2018. Director appreciated for uploading the same in University Website .

Dr. Sabitha Ramakrishnan Deputy Director- IQAC was requested to submit the same to syndicate .

**Action to be taken by: Dr Sabitha Ramakrishnan, DD**

**2. Training Program for Faculty Members**

A Training Program on NBA for Faculty members of Anna University is proposed to be conducted during February 2019 .The campus coordinator were asked to start the preliminary work for Training Program .The campus coordinators were requested to publicize the event with departments of their respective campuses for the participation. In this regard, the action taken so far was reviewed.

**Action to be taken by: All Campus Coordinator**

### 3. Creation of Benchmarks.

The Director requested all the campus coordinator to check the benchmark strategies .The same will be circulated among Heads of Departments and centers for their suggestions.

**Action to be taken by: All Campus Coordinator**

### 4. Purchase Initiation

Dr. K.V. Radha was requested to take initiatives for the purchase related activities as per the approved budget, with the help of Mrs S. Nivedha. The suggested purchase initiatives are: Purchase of UPS, Books, Stationery, Computer consumables, AMC for AC/Photocopying machine, Stationery Items.

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

### 5. Monthly Progress Report

Mrs. R. Rajeswari requested to prepare Monthly Progress Report Activities of IQAC for the November, December and January months with the help of Mrs S. Nivedha. Director requested Mr.Nivetha to prepare and maintain a template for Monthly Progress report. The same has to produced during the IQAC internal Meeting.

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

### 6. Initiating NAAC Re-accreditation

The Deputy director was requested to initiate Online registration for NAAC 2018-19 .

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

### 7.Academic Audit

It was decided in the meeting to send the reminders for Academic Audit

**Action to be taken by: Dr Kurian Joseph**

### 8.Any Other Matter

The AMC for photocopying machine has to updated .

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

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 5.25 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



Date: 1-2-2019

**Sub: Minutes of the 23<sup>rd</sup> Internal Meeting of IQAC held on 1.02.2019 at 4.00 P.M in IQAC office, Anna University.**

The 23<sup>rd</sup> internal meeting of IQAC was held on 1.02.2019 at 4.00 PM in the IQAC office, Anna University. The following members were present:

Dr.Kurian Joseph (KJ)	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. Review of the minutes of the 22<sup>st</sup> Internal Meeting
2. Times Higher Education
3. Creation of Benchmarks.
4. Monthly Progress Reports
5. Preparation for NAAC Re-accreditation
6. Any other matter with the permission of the Chair

**1. Review of the minutes of the 22<sup>nd</sup> Internal Meeting**

The agenda of the Minutes of 22<sup>nd</sup> IQAC Meetings was discussed .

**2. Times Higher Education Survey**

The Director-IQAC has asked Dr. Sabitha Ramakrishnan to prepare a Letter to Shri Ritin Malhota The Times Higher Education

**Action to be taken by: Dr Sabitha Ramakrishnan, DD**

**3. Creation of Benchmarks.**

The Director requested all the campus coordinator to check the benchmark strategies .The same will be circulated among Heads of Departments and centers for their suggestions.

**Action to be taken by: All Campus Coordinator**

#### 4. Monthly Progress Report

Mrs. R. Rajeswari requested to prepare Monthly Progress Report Activities of IQAC for the November, December and January months with the help of Mrs S. Nivedha. Director requested Mr.Nivetha to prepare and maintain a template for Monthly Progress report. The same has to produced during the IQAC internal Meeting.

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

#### 5. Preparation for NAAC Re-accreditation

The Director IQAC has discussed with Campus Coordinators regarding the process of NAAC Reaccreditation source data circular for NAAC Reaccreditation .

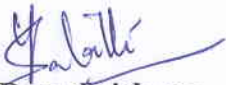
**Action to be taken by: Dr Sabitha Ramakrishnan**

#### 6.Any Other Matter

The AMC for photocopying machine has to updated .

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

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 5.25 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 8993, E-mail: iqac@annauniv.edu

Date: 8-3-2019

**Sub: Minutes of the 24<sup>th</sup> Internal Meeting of IQAC held on 8.03.2019 at 3.00 P.M in IQAC office, Anna University.**

The 24<sup>th</sup> internal meeting of IQAC was held on 8.03.2019 at 3.00 PM in the IQAC office, Anna University. The following members were present:

Dr.Kurian Joseph (KJ)	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. Review of the minutes of the 23<sup>rd</sup> Internal Meeting
2. Training Program on NBA
3. Website Updation
4. Preparation for NAAC Re-accreditation
5. Any other matter with the permission of the Chair

**1. Review of the minutes of the the 23<sup>rd</sup> Internal Meeting**

The agenda of the Minutes of 23<sup>rd</sup> IQAC Meetings was discussed .

**2. Training Program on NBA Accreditation – Dissemination Of Good Practices, Tools And Processes To Assess Attainment Of Course Outcome And Programme Outcome**

Training Program on NBA Accreditation – Dissemination Of Good Practices, Tools And Processes To Assess Attainment Of Course Outcome And Programme Outcome was scheduled to be conducted on March 15 for the faculty members of Anna University .

The Director-IQAC allocated work for the campus coordinator for the same

**Action to be taken by: All Campus Coordinator**

**3. Website Updating**

The Director requested Mrs.R. Rajeswari , IQAC Campus Coordinator - SAP to update the website with information about NBA,NIRF and QS Ranking.

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





#### 4. Preparation for NAAC Re-accreditation

The Director IQAC has discussed with Campus Coordinators regarding progress of NAAC Reaccreditation Process.

**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 5.00 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: 15-04-2019

**Sub: Minutes of the 25<sup>th</sup> Internal Meeting of IQAC held on 15.04.2019 at 2.00 PM in IQAC office, Anna University.**

The 25<sup>th</sup> internal meeting of IQAC was held on 15.04.2019 at 2.00 PM in the IQAC office, Anna University. The following members were present:

Dr.Kurian Joseph (KJ)	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
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. Review of the minutes of the 24<sup>th</sup> Internal Meeting held on 11.2.2019
2. Monthly Progress Reports
3. Action to be taken on minutes of NAAC-2019 Sub-core Committee Meeting held on 11.03.2019.
4. IIQA uploading
5. Preparation of SSR - IQAC contribution
6. Any other matter with the permission of the Chair

**1. Review of the minutes of the 24<sup>th</sup> Internal Meeting held on 11.2.2019**

The agenda of 24<sup>th</sup> internal meeting was discussed

**2. Monthly Progress Reports**

The director-IQAC asked Mrs.R.Rajeswari to update the monthly progress report of IQAC

**Action taken by: Mrs.R.Rajeswari**

**3. Action to be taken on minutes of NAAC-2019 Sub-core Committee Meeting held on 11.03.2019**

Action taken report based on NAAC 2019 Sub core Committee Meeting was discussed. The responsibilities of the same was assigned to IQAC Members

**Action taken by: All IQAC Members**

**4. IIQA uploading**

IIQA uploading was carried out by Director-IQAC

**Action taken by: Director-IQAC**


**5. Preparation of SSR - IQAC contribution**

The director asked the IQAC members to furnish with data required for SSR

**Action taken by: All IQAC Members**

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 5.00 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: 28-06-2019

**Sub: Minutes of the 26<sup>th</sup> Internal Meeting of IQAC held on 28.06.2019 at 3.00 PM in IQAC office, Anna University.**

The 26<sup>th</sup> internal meeting of IQAC was held on 28.06.2019 at 3.00 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.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 25<sup>th</sup> Internal Meeting held on 15.4.2019
2. Monthly Progress Reports
3. NAAC-SSR points pertaining to IQAC and document proofs
4. IQAC PPT preparation for NAAC PTM
5. IQAC Stock verification
6. Statement of Accounts
7. Budget utilization
8. Any other matter with the permission of the Chair

### **1. Review of the minutes of the 25<sup>th</sup> Internal Meeting**

The agenda of the Minutes of 25<sup>th</sup> IQAC Meetings was discussed.

### **2. Monthly Progress Report**

The Director asked Mrs Rajeswari to prepare Monthly Progress report.

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

### **3. NAAC-SSR points pertaining to IQAC and document proofs**

The Director requested all the campus coordinator to prepare the NAAC document proof pertaining to IQAC.

**Action to be taken by: All Campus Coordinator**

#### 4. IQAC PPT preparation for NAAC PTM

The Director requested two PPT regarding NAAC for Vice Chancellor Meeting. The presentation regarding NAAC SSR has to be prepared by Dr.K.V.Radha. The PPT about IQAC is to be prepared by Dr.Sabitha Ramakrishnan

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

#### 5. IQAC Stock verification

The Director IQAC requested Dr.Sabitha to complete IQAC Stock verification.

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

#### 6. 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**

#### 7 Any Other Matter

The Director requested Dr.Sabitha to prepare the roadmap for 2019-20

**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 5.25 PM.

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

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

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