

1. MINUTES OF THE IQAC MEETING HELD ON 04-07-2019

Time: 2.00 pm

Venue: J C Road Campus

Members Present:

1. Chairman: Col. (Hony.) Dr. N Sundararajan
2. Prof. Sridhara Murthi KR
3. Dr. NVH Krishnan
4. Dr. Mythili P Rao
5. Dr. Easwaran Iyer
6. Dr. Dinesh Nilkant
7. Dr. Varalakshmi K N
8. Dr. Vasu B A
9. Dr. Hariprasad S A
10. Dr. Srividya Shivakumar
11. Dr. Vijayalakshmi P
12. Dr. Kiran K S
13. Dr. Hemanth Kumar S
14. Dr. Asha Rajiv - Convenor
15. Dr. Rajani Jairam
16. Dr. Vijayalakshmi Pradeep
17. Dr. Srividya Shivakumar
18. Dr. Kiran
19. Dr. Geetha Madhusudan
20. Dr. Yoganand

The Director (IQAC) welcomed all the members. The explanatory notes of each agenda item was placed by Chairman before the committee. After the introductory remarks, the following agenda items were taken up for discussion.

1. Agenda item No: 1:-

Confirmation of the minutes of the previous meeting. The minutes of the meeting were read and confirmed.

2. Agenda item No: 2:-

- Academic Calendar discussion. Directors were asked to strictly adhere to the calendar.
- Orientation program schedule was discussed and Directors were asked to share the detailed report of the conduct of orientation program.
- The members were told to strengthen all the activities of IQAC to achieve higher grade in the next assessment

Action: - Director-IQAC and Dean-Student Welfare.

3. Agenda item No:3:-

Inputs from IQAC coordinators to propose Seminar/ Workshop/ Conference on Quality Assurance.

The IQAC coordinators were asked to prepare a plan of action.

Action: - Director – IQAC,

Dean – Student Welfare, IQAC coordinators of all units

Sd/-

Director – IQAC

2. MINUTES OF THE IQAC MEETING HELD ON 8-9-2019

Time: 2.30 pm

Venue: J C Road Campus

Members Present:

1. Dr. Geetha Madhusudan
2. Dr. Vijayalakshmi Pradeep
3. Dr. Srividya Shivakumar
4. Dr. Kiran.K S
5. Dr. Ruby John
6. Dr. Hemanth Kumar
7. Dr. Rajani Jairam

A meeting of the IQAC coordinators of all the constituents was held to discuss the following

Agenda item No. 1

Minutes of the meeting held on 4th July 2019 were read and approved.

Agenda item No. 2

Discussion on the report submitted in regard to the orientation program.

Action: IQAC Coordinators, Dean (SW), Director IQAC

Agenda item No. 3

Regular feedback of faculty, exit questionnaires and feedback of other stakeholders

Action: IQAC Coordinators

Agenda item No. 4

Proposal to conduct skill development programs and faculty development program at each schools

Delegation of duty to IQAC coordinators.

Sd/-

Director IQAC

3. MINUTES OF THE IQAC MEETING HELD ON 18-11-2019

Time: 2.30 pm

Venue: J C Road Campus

Member Present:

1. Dr. Geetha Madhusudan
2. Dr. Vijayalakshmi Pradeep
3. Dr. Srividya Shivakumar
4. Dr. Kiran.K S
5. Dr. Ruby John
6. Dr. Hemanth Kumar
7. Dr. Rajani Jairam
8. Dr, Supriya Rai
9. Ms. Yashaswini. S

Agenda item No.1

Minutes of the meeting held on 8th September were read and approved.

Agenda item No. 2

Internal audit conducted across the campuses and the report was discussed at length.

Coordinators were asked to go through the areas of concern and to work towards it.

Action: IQAC Coordinators

Agenda item No. 3

Coordinators were asked to constantly update the parameters according to the new NAAC guidelines.

Action: IQAC Coordinators

Sd/-

Director IQAC

4. MINUTES OF THE IQAC MEETING HELD ON 20-12-2019

Time: 2 -30. PM

Venue: J C Road Campus

Members Present:

1. Chairman: Col. (Hony.) Dr. N Sundararajan
2. Prof. Sridhara Murthi KR
3. Dr. NVH Krishnan
4. Dr. Mythili P Rao
5. Dr. Easwaran Iyer
6. Dr. Dinesh Nilkant
7. Dr. Varalakshmi K N
8. Dr. Vasu B A
9. Dr. Hariprasad S A
10. Dr. Srividya Shivakumar
11. Dr. Vijayalakshmi P
12. Dr. Kiran K S
13. Dr. Hemanth Kumar S
14. Dr. Asha Rajiv - Convenor
15. Dr. Rajani Jairam
16. Dr. Vijayalakshmi Pradeep
17. Dr. Srividya Shivakumar
18. Dr. Kiran
19. Dr. Geetha Madhusudan
20. Dr. Yoganand

The Director (IQAC) welcomed all the members. The explanatory notes of each agenda item was placed by Chairman before the committee. After the introductory remarks, the following agenda items were taken up for discussion.

1. Agenda item No: 1:-

Confirmation of the minutes of the previous meeting. The minutes of the meeting were read and confirmed.

2. Agenda item No: 2:-

- RAF was discussed based on the quantitative and qualitative components. Action to be taken on the basis of recommendations of NAAC Peer Team Report
- The members were told to strengthen all the activities of IQAC to achieve higher grade in the next assessment

Action: - Director-IQAC and Dean-Student Welfare.

3. Agenda item No:3:-

Inputs from IQAC coordinators to propose Seminar/ Workshop/ Conference on Quality Assurance.

The IQAC coordinators were asked to prepare a plan of action.

Action: - Director – IQAC,

Dean – Student Welfare, IQAC coordinators of all units

Sd/-

Director – IQAC

5. MINUTES OF THE IQAC MEETING HELD ON 5-2-2020

Time: 3 pm

Venue: J C Road Campus

Members Present:

1. Dr. Geetha Madhusudan
2. Dr. Vijayalakshmi Pradeep
3. Dr. Srividya Shivakumar
4. Dr. Kiran.KS
5. Dr. Ruby John
6. Dr. Hemanth Kumar
7. Dr. Rajani Jairam

A meeting of the IQAC coordinators of all the constituents was held to discuss the following

Agenda item No. 1

Minutes of the meeting held on 20th December 2020 were read and approved.

Agenda item No. 2

Discussion on preparation of appraisal forms

Action: IQAC Coordinators, Dean (SW), Director IQAC

Agenda item No. 3

Regular feedback of faculty, exit questionnaires and feedback of other stakeholders

Action: IQAC Coordinators

Agenda item No. 4

Proposal to conduct one day skill development program for non-teaching staff at state level

Delegation of duty to IQAC coordinators.

Sd/-

Director IQAC

6. MINUTES OF THE IQAC MEETING HELD ON 3-3-2020

**A MEETING OF THE COORDINATORS OF IQAC WAS HELD TO DISCUSS THE PROGRESS
ACROSS PARAMETERS OF THE PROPOSED SKILL DEVELOPMENT PROGRAMME ON
5TH MARCH 2020**

Time: 2 pm

Venue: J C Road Campus

Member Present:

1. Dr. Geetha Madhusudan
2. Dr. Vijayalakshmi Pradeep
3. Dr. Srividya Shivakumar
4. Dr. Kiran.KS
5. Dr. Ruby John
6. Dr. Hemanth Kumar
7. Dr. Rajani Jairam
8. Dr, Supriya Rai
9. Ms. Yashaswini. S

Agenda item No.1

Minutes of the meeting held on 5th February were read and approved.

Agenda item No. 2

Delegation of work across committees as done earlier and overseen

Action: Dr. Asha Rajiv and Dr. Rajani Jairam

Agenda item No. 3

Brochures distributed and received 150 responses

All other arrangements in place

Action: IQAC Coordinators

Agenda item No. 3

Resource persons identified and invited

Action: Ms. Yashaswini, Dr. Rajani, Dr. Asha Rajiv

Sd/-

Director IQAC

7. MINUTES OF THE IQAC MEETING HELD ON 2-6-2020

Zoom Virtual meet

Time: 2 pm

Link:

<https://us02web.zoom.us/j/6093948739?pwd=dzhxl3ltNm15RmxFM0o4Ull3K1lRQT09>

Meeting ID: 6093948739

Member Present:

1. Dr. Geetha Madhusudan
2. Dr. Vijayalakshmi Pradeep
3. Dr. Srividya Shivakumar
4. Dr. Kiran.KS
5. Dr. Ruby John
6. Dr. Hemanth Kumar
7. Dr. Rajani Jairam
8. Dr, Supriya Rai

Agenda item No. 1

Discussion about the submission of *Quantitative Metrics* for Criteria I to III due date was 14th March 20. Status of submission was discussed and campuses were asked to rework on certain questions.

Agenda item No. 2

Google forms to be made use for updating of questions pertaining to publication, workshop and conference organized/conducted, faculty as resource persons and the like. Suggestions were considered in this regard.

Agenda item No. 3

Coordinators were asked to inform faculty members regarding the authenticity their publication as per NAAC guidelines.

Agenda item No. 4

Stock was taken regarding submission of documents like student's feedback/exit questionnaire /PBAS of AY 2019-20.

Any other matter with the permission of chair.

Sd/-

Director IQAC