



Minutes of the 17th Internal Meeting of IQAC held on 3.7.2018 at 3.00 P.M in IQAC office, First Floor, University Administration Building, Anna University.

The 17th 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 (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
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 16th 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.

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.

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.

Action to be taken by: Dr. Sabitha Ramakrishnan

6. Any other matter with the permission of the Chair

Director-IQAC informed that the 6th 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

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: 31.07.2018

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

The 18th 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 17th 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 6th 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 23rd to 27th July 2018, as part of a 9 member team of from Anna University.

Dr. Sabitha Ramakrishnan
Deputy Director, IQAC

Dr. T. Thyagarajan
Director, IQAC

Minutes prepared by: Mrs. R. Rajeswari



Sub: Minutes of the 19th Internal Meeting of IQAC held on 11.09.2018 at 3.30 P.M 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 18th 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 6th 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 27th and 28th 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 27th and 28th 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

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



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

The 20th 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 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. 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 asked the respective campus coordinators to consolidate and correct the collected AQAR.

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

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

Action to be taken by: All Campus Coordinators

2. Budget Preparation

Dr. T. Thyagarajan and Dr. Sabitha Ramakrishnan will finalise the Budget for this year.

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

3. Initiatives as per EC Meeting Minutes

The following actions were taken based on the remarks given by members of EC Meeting

(i) Finalisation of Benchmark Strategies

Benchmarks and roadmaps will be finalised by Dr. T. Thyagarajan

Action to be taken by: Dr. T. Thyagarajan

(ii) Meeting of Registrar, Deputy Registrar, Additional Registrar, Deans of four campuses, Director P&D, Director Research can be convened to discuss and finalize benchmarking Strategies suggested by EC

Action to be taken by: Dr. T. Thyagarajan

(iii) Post Doc Research

Creation /Formulation of Guidelines for Post Doc Research.

Action to be taken by: Dr. T. Thyagarajan

(iv) AICTE

It was proposed to initiate accreditation by AICTE by EC

Action to be taken by: Dr. T. Thyagarajan

4. 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,

Action to be taken by: All Campus Coordinators

5. 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

6. Purchase Initiation

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 member

Dr. T. Thyagarajan and Dr. Sabitha Ramakrishnan were requested to take action to renew the 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.

Dr. Sabitha Ramakrishnan
Deputy Director, IQAC

Dr. T. Thyagarajan
Director, IQAC

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



Sub: Minutes of the 21th Internal Meeting of IQAC held on 13.11.2018 at 2.45 P.M in IQAC office, Anna University.

The 21st internal meeting of IQAC was held on 16.10.2018 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 send 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

Minutes prepared by: Dr.S.Meenakumari