

Internal Quality Assurance Cell

Anna University, Chennai-600025.

IQAC - Internal Meeting

MEETING MINUTES – QS RANKING DATA VERIFICATION

Date, Time and Venue : 28.01.2022 / 02.00 pm - 3.00 pm / IQAC Conference Hall

Attendees:

Dr. J. Prakash, Director, Recruitment Cell, Anna University.

Dr. R. Gunasekaran, Director, IQAC, Anna University.

Dr. A.Suresh Babu, Deputy Director, IQAC, Anna University.

Dr. S.Lokesh, Deputy Director, IQAC, Anna University.

Minutes, Q & A Session and Suggestions:

1. IQAC team members presented the details of the data that has to be uploaded in QS ranking website for verification.
2. The following items were discussed in the meeting

Queries from Prof. Dr. J.Prakash

S.No.	Queries	Query Type	Answer by IQAC Team	Suggestions
1	What are the subjects for which university is applying under QS Ranking?	QS Ranking Subjects	The details of the subjects offered by the university where discussed in detail and the courses for which university was eligible to apply for QS ranking were finalized.	The data was accepted to be uploaded
2	Overview Write up about the university	General	The write up prepared and validated by the university authorities was verified and uploaded.	The data was accepted to be uploaded
3	Proof related to staff details count	Staff Count	The proof of number of staffs collected from various department were shown and the consolidated data was uploaded into the portal	The data was accepted to be uploaded

4	Proof related to male staff details count	Male Staff Count	The proof of number of male staffs collected from various department were shown and the consolidated data was uploaded into the portal	The data was accepted to be uploaded
5	Details of Under graduate and post graduate students admitted and retention rate.	Admission	The details collected from the campuses deans were verified and the data was accepted and uploaded.	The data was accepted to be uploaded
6	Details of Under graduate student's completion rate.	Examination	The details collected from the Additional controller of examination (UDs) were verified and the data was accepted and uploaded.	The data was accepted to be uploaded
7	Details of International Under graduate and post graduate students	Admission	The details collected from the campuses deans were verified and the data was accepted and uploaded.	The data was accepted to be uploaded
8	Details of Students Nationality	Admission	The details collected was verified and found out that some of the student's nationality was missed.	The data must be revisited and collect correct data from Centre for International Relations
9	No of first generation learners	Admission	The details collected from the campuses deans were verified and the data was accepted and uploaded.	The data was accepted to be uploaded
10	No of under graduate and post graduate programs	Admission	The details collected from the Centre for Academic courses were verified and the data was accepted and uploaded.	The data was accepted to be uploaded
11	Tuition fee data details	Fees	The details collected from the campuses deans and Centre for International Relations were verified and the data was accepted and uploaded.	The data was accepted to be uploaded

12	Employment rate evidence	Employability	The survey details collected from the students and CUIC was studied and it was found out many students data is missing	The data must be revisited and collect correct data from CUIC, department sand Alumni affairs.
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3. The Director of IQAC on behalf of IQAC team accepted the suggestions provided by Prof. Dr. J Prakash and directed the IQAC team to carry out the suggestions quickly and convene a meeting with new data within a week.
4. The Director of IQAC concluded the meeting with vote of thanks to all the members who were present in the meeting



Director-IQAC

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



**Internal Quality Assurance Cell
Anna University, Chennai-600025.**

IQAC - Internal Meeting

MEETING MINUTES – VERIFICATION OF EGS METRICS DATA

Date, Time and Venue : 04.02.2022/ 02.00 pm - 3.00 pm / IQAC Conference Hall

Attendees:

Dr. J. Prakash, Director, Recruitment Cell, Anna University.

Dr. R. Gunasekaran, Director, IQAC, Anna University.

Dr. A.Suresh Babu, Deputy Director, IQAC, Anna University.

Dr. S.Lokesh, Deputy Director, IQAC, Anna University.

Minutes, Q & A Session and Suggestions:

1. IQAC team members presented the details of the ESG Metrics data that has to be uploaded in QS ranking website for verification.
2. The following items were discussed in the meeting

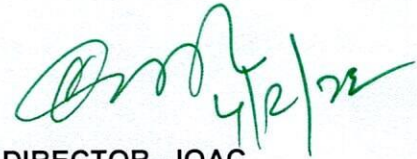
Queries from Prof. Dr. J Prakash.

S.No	Queries	Query Type	Answer by IQAC Team	Suggestions
1	Details of No. of male students.	Admission	The details collected from the campuses deans were verified and the data was accepted and uploaded.	The data was accepted to be uploaded
2	No of members in the leadership team.	Administration	The details collected from the Registraroffice were verified and the data was accepted and uploaded.	The data was accepted to be uploaded

S.No	Queries	Query Type	Answer by IQAC Team	Suggestions
3	Details of various policy and strategy documents	Administration	The details and links of various policy and strategy documents collected from various departments and administration offices were presented.	The website links of the documents were accepted to be uploaded
4	Details of Water and power consumption of the university in a previous year	Resource	The details collected from estate office was verified.	The data was accepted to be uploaded
5	Details of no of students receiving 100% scholarship	Admission	The details collected from the campuses deans were verified and the data was accepted and uploaded.	The data was accepted to be uploaded

3. The Director of IQAC on behalf of IQAC team accepted the suggestions provided by Prof. Dr. J Prakash and directed the IQAC team to carry out the suggestions quickly and convene a meeting with new data within 10 days

4. The Director of IQAC concluded the meeting with vote of thanks to all the members who were present in the meeting



DIRECTOR - IQAC

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



**Internal Quality Assurance Cell
Anna University, Chennai-600025.**

IQAC - Internal Meeting

MEETING MINUTES – VERIFICATION OF NOMINATION DATA

Date, Time and Venue : 05.02.2022/ 02.00 pm - 3.00 pm / IQAC Conference Hall

Attendees:

Dr. J. Prakash, Director, Recruitment Cell, Anna University.

Dr. R. Gunasekaran, Director, IQAC, Anna University.

Dr. A.Suresh Babu, Deputy Director, IQAC, Anna University.

Dr. S.Lokesh, Deputy Director, IQAC, Anna University.

Minutes, Q & A Session and Suggestions:

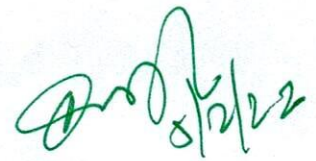
1. IQAC team members presented the details of the Nomination data that has to be uploaded in QS ranking website for verification.
2. The following items were discussed in the meeting

Queries from Prof. Dr. J Prakash.

S.No	Queries	Query Type	Answer by IQAC Team	Suggestions
1	Details of Employers who have employed students of Anna university.	Placement	The details collected from the CUIIC were verified and the data was accepted and uploaded.	The data was accepted to be uploaded
2	Details of National and International faculties with whom Anna University has research contacts.	Research	The details collected from the Centre for Research and the data was accepted and uploaded.	The data was accepted to be uploaded

3	Details of Students Nationality	Admission	The details were recollected from Centre for International relations was verified and found correct.	The data was accepted to be uploaded
4	Employment rate evidence	Employability	The details were recollected from CUIC, Departments and Alumni Affairs was verified and found correct.	The data was accepted to be uploaded

3. The Director of IQAC concluded the meeting with vote of thanks to all the members who were present in the meeting



Director
Internal Quality
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Anna University, Chennai-25.



Internal Quality Assurance Cell (IQAC)

Anna University, Chennai-600025.

Minutes of Meeting

Anna University IRINS Vidwan ID creation and Update Faculty profile

Date & Time: 05.03.2022 & 11:00AM

Venue: IQAC Conference Hall

The internal meeting of IQAC was held on 05.03.2022 at 11.00 AM in IQAC Conference Hall (CPDE Building).

The following members were present:

Dr.R.Gunasekaran	Director-IQAC
Dr.A.Suresh Babu	Deputy Director-IQAC
Dr.S.Lokesh	Deputy Director-IQAC
Dr. A. Kaviyarasu	IQACCampus Coordinator-MIT
IQAC Team	

These are the following action points were discussed

- Team members of IQAC will coordinate with the University Library team to create IRINS Vidwan ID for the faculty members including Teaching Fellow who are not having Vidwan ID and also help the staff members in updating their existing Vidwan profile.
- The Director instructed the IQAC team to collect the details of regular and temporary faculty members who do not have IRINS Vidwan ID. In this regard, it was instructed to send an email to all Department HoDs to instruct their faculty members to fill up an excel template for IRINS Vidwan ID creation. He requested Dr. A. Kaviyarasu (IQAC Campus Coordinator-MIT) to follow the necessary steps for ID creation and updating of existing Vidwan profile with University Library team members
- The Director approved the excel template (as given in Annexure) that needs to be sent as an attachment in the email to the HoDs for the new IRINS Vidwan ID creation.
- It was also decided that a soft copy of the filled-in excel template must be emailed by Department HODs to annaiqac@gmail.com and signed hard copy of the same must reach IQAC office by 06.05.2022, 5.30 pm

The director concluded the meeting with a vote of thanks to all the members present in the meeting

Director-IQAC

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



Internal Quality Assurance Cell (IQAC)

Anna University, Chennai-600025.

Minutes of Meeting

Annual Quality Assurance Report 2020-21 Data requested regarding

Date & Time: 10.03.2022 & 11:00 a.m.

Venue: IQAC Conference Hall

The internal meeting of IQAC was held on 10.03.2022 at 11.00 a.m. in IQAC Conference Hall (CPDE Building).

The following members were present:

Dr.R.Gunasekaran	Director-IQAC
Dr.A.Suresh Babu	Deputy Director-IQAC
Dr.S.Lokesh	Deputy Director-IQAC
IQAC Team	

Dr.R.Gunasekaran, Director-IQAC welcomed the members to the meeting and discussed the following agenda points with the IQAC team members.

These are the following action points were discussed

- The Director and Deputy Directors of IQAC have analyzed the previous year AQAR report.
- Three different year templates have been prepared by IQAC team:
 - a) Academic year (1 July 2020 to 31 June 21),
 - b) Financial Year (1 April 2020 to 31 March 21),
 - c) Calendar year (1 January 2020 to 31 December 21) for AQAR 2020-21.
- Prepared the Data templates as per the NAAC requirement has analyzed and verified the same by Director and Deputy Director of IQAC.
- Then on the date of 12/03/2022, the prepared data templates should be sent to respective head of departments and director of centers.
- Director instructed IQAC team has to follow up the data collection for AQAR 2020-21.

The Director concluded the meeting with a vote of thanks to all the members present in the meeting

Director-IQAC

Director
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Minutes of Meeting

Annual Quality Assurance Report 2020-21 Data requested regarding

Date & Time: 24.03.2022 & 02:00 PM

Venue: IQAC Conference Hall

The internal meeting of IQAC was held on 24.03.2022 at 02.00 PM in IQAC Conference Hall (CPDE Building).

The following members were present:

Dr.R.Gunasekaran Director-IQAC
Dr.A.Suresh Babu Deputy Director-IQAC
Dr.S.Lokesh Deputy Director-IQAC
IQAC Team

Dr.R.Gunasekaran, Director-IQAC welcomed the members to the meeting and discussed the following agenda points with the IQAC team members.

These are the following action points were discussed

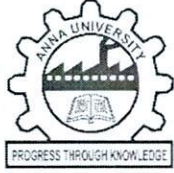
- The Director and Deputy Directors of IQAC have taken a decision to collect data from campus-wise (CEG, MIT, ACT, and SAP) by the respective coordinators.
- Criterion wise coordinators have been assigned for data verification as follows.

AQAR 2021 Criterion-wise Coordinator list			
S.no	Criterion	Description	Name
1	Criteria 1	Curricular Aspects	Dr.K.Indra gandhi
2	Criteria 2	Teaching-Learning and Evaluation	Dr.V.T.Perarasu
3	Criteria 3	Research, Innovations and Extension	Dr.G.J.Bhagavathiammal
4	Criteria 4	Infrastructure and Learning Resources	Dr.A.Kaviyarasu
5	Criteria 5	Student Support and Progression	Dr.S.Santhakumar
6	Criteria 6	Governance, Leadership and Management	Dr.S.Lokesh
7	Criteria 7	Institutional Values and Best Practices	Dr.A.Suresh babu

- The Director asked IQAC team to inform the campus coordinators has been assigned as criterion wise in-charge for the validation of the data on the same day.

The Director concluded the meeting with a vote of thanks to all the members present in the meeting

Director-IQAC
Director
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Minutes of Meeting

Annual Quality Assurance Report 2020-21 Data requested regarding

Date & Time: 19.05.2022 & 11:00 AM

Venue: IQAC Conference Hall

The internal meeting of IQAC was held on 19.05.2022 at 11.00 AM in IQAC Conference Hall (CPDE Building).

The following members were present:

Dr.R.Gunasekaran	Director-IQAC
Dr.A.Suresh Babu	Deputy Director-IQAC
Dr.S.Lokesh	Deputy Director-IQAC
Dr.V.T.Perarasu	Campus coordinator
Dr.G.J.Bhagavathiammal	Campus coordinator
Dr.A.Kaviyarasu	Campus coordinator
IQAC Team	

Dr.R.Gunasekaran, Director-IQAC welcomed the members to the meeting and discussed the following agenda points with the IQAC team members.

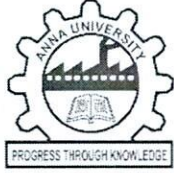
These are the following action points were discussed

- The collected data proofs were verified by the criterion wise campus coordinator in a periodical time of their convenient and they have found some irrelevant data proofs.
- Campus coordinator informed to the IQAC team, recollect the corresponding data from the departments, centers and officers.
- The Director-IQAC have informed the coordinator to visit the respective department and collect the data to submit before the deadline given NAAC.
- Director-IQAC informed to the coordinator, we are in process and initialized the purchase of Software service for Accreditation process for the NAAC 3rd cycle reaccreditation.

The director concluded the meeting with a vote of thanks to all the members present in the meeting


Director-IQAC

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Annual Quality Assurance Report 2020-21 Data requested regarding

Date & Time: 19.05.2022 & 11:00 AM

Venue: IQAC Conference Hall

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The following members were present:

Dr.R.Gunasekaran	Director-IQAC
Dr.A.Suresh Babu	Deputy Director-IQAC
Dr.S.Lokesh	Deputy Director-IQAC
Dr.V.T.Perarasu	Campus coordinator
Dr.G.J.Bhagavathiammal	Campus coordinator
Dr.A.Kaviyarasu	Campus coordinator
IQAC Team	

Dr.R.Gunasekaran, Director-IQAC welcomed the members to the meeting and discussed the following agenda points with the IQAC team members.

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The director concluded the meeting with a vote of thanks to all the members present in the meeting


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Minutes of Meeting

Annual Quality Assurance Report 2020-21 Data requested regarding

Date & Time: 25.05.2022 & 11:00 AM

Venue: IQAC Conference Hall

The internal meeting of IQAC was held on 25.05.2022 at 11.00 AM in IQAC Conference Hall (CPDE Building).

The following members were present:

Dr.R.Gunasekaran	Director-IQAC
Dr.A.Suresh Babu	Deputy Director-IQAC
Dr.S.Lokesh	Deputy Director-IQAC
Dr.K.Indra Gandhi	Campus coordinator
Dr.V.T.Perarasu	Campus coordinator
Dr.G.J.Bhagavathiammal	Campus coordinator
Dr.A.Kaviyarasu	Campus coordinator
Dr.S.Santhakumar	Campus coordinator
IQAC Team	

Dr.R.Gunasekaran, Director-IQAC welcomed the members to the meeting and discussed the following agenda points with the IQAC team members.

These are the following action points were discussed

- In continuation with previous AQAR review meeting, Director & Deputy Directors should scrutinize the metrics data.
- Qualitative metrics (QIMs) were verified by the criterion wise coordinators and finalized by the director and deputy directors.
- After the validation by the IQAC team members, AQAR 2020-21 data was submitted on NAAC portal.
- Director-IQAC informed to the team members for formation of IQAC cell with IQAC coordinator, one Junior faculty and PA-I.
- IQAC team members should plan for the forthcoming SSR, Criterion-7 metrics should be circulated to all University department.

The director concluded the meeting with a vote of thanks to all the members present in the meeting

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