

## Internal Quality Assurance Cell (IQAC)

## Anna University, Chennai-600025.

## **Minutes of Meeting**

## Staff Internal Meeting

The internal meeting of IQAC was held on 26.07.2022 at 3.00 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

Dr.A. Kaviyarasu

Deputy Director-IQAC

Mr. V. Selvaraju

Assistant - IQAC

Mr.G.Vijaysankar

Professional Assistant I - IQAC

Mr.R. Yogendran

Professional Assistant I - IQAC

Mr. R.Arun Kumar

Professional Assistant I - IQAC

Ms. T.Hemavathy

Application Programmer - IQAC

Ms.R.Gayathri

Clerical Assistant - IQAC

Mrs. S. Mohaneswari

Peon - IQAC

Mr.C.RajKumar

Peon cum Driver

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

- Director IQAC thanked all the staff members for their support and cooperation in the various IQAC-related activities.
- Discussed various roles and responsibilities of IQAC staff members in the Upcoming NAAC Accreditation, NBA, and Various Ranking process
- He also suggested updating all the necessary data in the drive.
- Director IQAC suggested maintaininga movement register, leave register, and work schedule register for follow-ups.
- To make efficient use of Manpower, Director IQAC assigned various DDs as incharge ofstaff members

- Mr. V. Selvaraju Superintendent, and Mr. C. Rajkumar are assigned to Dr.
   A.Suresh babu to follow up and its works followups.
- Mr. G. Vijaysankar is assigned to Dr.R.Gunasekaranfor ranking and NAAC and NBA-related works
- Mr. R. Yogendran is assigned to Dr.A.Suresh Babu for purchase and finance-related work.
- Mr. R. Arun Kumar is assigned to Dr. A. Kaviyarasu for IRINs updation-related activities.
- Ms. T. Hemavathy is assigned to Dr.S.Lokesh for Website updation and IQACrelated software development.
- Ms. R. Gayathri is assigned to Dr.R.Gunasekaran for document, file maintenance, and day-to-day follow-up activities and updation.

Dr.R.Gunasekaran, Director-IQAC thanked all the members for their cooperation in the activities of IQAC. The meeting was concluded at 3.30 PM.

Director-IQAC

Internal Quality
Assurance Cell
Anna University Chennal



## Anna University, Chennai - 600025

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## Minutes of IQAC Meeting

Venue: IQAC Conference Hall

Date: 02.06.2023

Ref: Lr. No.:AU/IQAC/2023/Internal Meeting/June/001, dt:01.06.2023

## Agenda of the Meeting:

1. Action Follow-up of previous meeting (26.05.2023)

2. NAAC-related activities (PPT & Report)

3. NAAC AQAR follow-up

4. Feedback & Exit survey analysis status

5. EC Meeting preparedness & progress

6. D-IQAC Coordinator/ Centre SPOC workshop status

7. Automation Progress Review

According to the reference cited, an internal meeting was held on 02.06.2023 at 3.00 p.m. in the IQAC Conference Hall to discuss the above-mentioned points. The following members were present:

#### **External Members:**

Mr. Chandrasekhar Srinivasan, Director

Chennai

Cognitive Platform Solutions,

Ms. Brindha Srinivasan, Project Manager

#### Internal Members:

Dr.R.Gunasekaran, Director

Dr. V.T.Perarasu, Deputy Director

Dr.G.J.Bhagavathiammal, Deputy Director

Dr. D. Sangeetha, IQAC Campus Coordinator- MIT Campus

Mr.G.Vijay Sankar, Professional Assistant I

Mr.R.Arun Kumar, Professional Assistant I

Mr.R. Yogendran, Professional Assistant I

Ms.T.Hemavathy, Application Programmer

Mr.E.T.Lokesh Kumar, Project Associate I

Ms.S.K.Rojaashree, Project Associate I

The meeting started with a welcome address by the Director IQAC.

## NAAC - AQAR 2023 Submission:

The IQAC team reported that Criterion 1, 2, 3, and 7 were revised as per AQAR requirements. Therefore, the Director requested DDs to revise all QIMs (restricted to 250 words) in their respective criterion and asked them to update the inputs by 06.06.2023 for AQAR submission.

## **Executive Committee Meeting:**

 Following up with the previous meeting (26.05.2023), The Director IQAC requested the IQAC team to speed up the preparation of the 8<sup>th</sup> Executive Council Meeting and arrange the meeting at the earliest.

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## Conduct of Workshop for D-Coordinator/SpoC:

 The Director, IQAC agreed to arrange a half-day workshop for D-Coordinator & SpoC of University Departments in connection with NAAC PTV preparedness, and the date would be confirmed soon.

#### **Automation Review:**

- The Director welcomed the CPS team and requested Mr. Chandrasekhar Srinivasan,
  Director of Cognitive Platform Solutions, to present the automation demonstration
  progress fitting the IQAC requirement. First, Mr. Chandrasekar Srinivasan explained that
  the platform supports designing generic questions for all accreditations under the
  Question Bank tab. Then, he demonstrated the automation platform with the example
  "patent published".
- The CPS team elaborated on the salient features of the automation platform.
  - Collect the responses from all stakeholders to different types of questions, such as short answer, long answer, multiple choice, numeric and single choice.
  - o Generate customized reports for NAAC, NBA, NIRF, QS, and other rankings.
  - Mandatory proof/relevant document upload.
  - Option of having Dashboards with different color labels for IQAC and all stakeholders.
  - Present the Dashboard view as a diagrammatic or visual representation and for data storage.
  - Capture the inputs from stakeholders by assigning Task
  - Intimate the workflow by giving the start and end date of the Task
  - o Assign multiple level of approval for validate the data.
  - Provision of "View Option" for the stakeholders.
  - o Introduce key identifies to remove the duplicate data.

The Director, IQAC requested the internal IQAC automation team to vet the faculty data at the earliest. The Director, IQAC asked CPS Team to link the students directly to IQAC for the smooth feedback and exit survey process. Further, the CPS team agreed to show the demonstration for the below-listed categories next week.

- Student: Personal details, examination, and placement.
- Faculty: Basic personal details and awards and recognition.

The Director thanked all the members of IQAC for their support. The meeting was adjourned with tea and snacks at 5.00 p.m.

Director-IQAC

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



## Anna University, Chennai - 600025

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## Minutes of IQAC Meeting

Venue: IQAC Conference Hall

Date: 09.06.2023

Ref: Lr. No.:AU/IQAC/2023/Internal Meeting/June/008, dt:07.06.2023

## Agenda of the Meeting:

1. Action Follow-up of previous meeting (02.06.2023)

- 2. NAAC-related activities (PPT & Report)
- 3. NAAC AQAR 2021-22 Qlm Status
- 4. Feedback & Exit survey analysis status
- 5. EC Meeting preparedness & progress
- 6. D-IQAC Coordinator/ Centre SPOC workshop status
- 7. Collaborative workshop with VIT
- 8. NIRF 2023 Status Review
- 9. QS 2024 Ranking Discussion
- 10. The Sustainability Ranking
- 11. Automation Progress Review

According to the reference cited, an internal meeting was held on 09.06.2023 at 3.00 p.m. in the IQAC Conference Hall to discuss the above-mentioned points. The following members were present:

#### Members:

Dr.R.Gunasekaran, Director

Dr. J. Prakash, Dean, MIT

Dr. V.T.Perarasu, Deputy Director

Dr. A. Kaviyarasu, Deputy Director

Dr.G.J.Bhagavathiammal, Deputy Director

Mr.G.Vijay Sankar, Professional Assistant I

Mr.R.Arun Kumar, Professional Assistant I

Mr.R. Yogendran, Professional Assistant I

Ms.T.Hemavathy, Application Programmer

Mr.E.T.Lokesh Kumar, Project Associate I

Ms.S.K.Rojaashree, Project Associate I

The meeting started with a welcome address by the Director IQAC.

#### NAAC Activities (PPT & Report):

The Director IQAC requested DDs to confirm the receipt of the PPT & report and present their respective Departments & Centres before 14.06.2023 and asked to vet the submitted PPT and report before 16.06.2023.

#### NAAC - AQAR 2023 Submission:

The IQAC team reported that Criterion 1, 2, 3, and 7 were revised as per AQAR requirements. Therefore, the Director requested DDs to revise all QIMs (restricted to 250 words) in their respective criterion and asked them to update the inputs by 12.06.2023 for AQAR submission.

## Feedback & Exit survey analysis status

 It was decided to send a circular intimation along with the template to all departments requesting their action taken report before 13.6.2023. Mr. G. Vijayshankar reported that the feedback for the common courses was in process. Dr. A. Suresh Babu, Deputy Director, requested to revisit the terminology of questions/reform the questions according to the parent's point of view. The Director asked the IQAC team to present the feedback by 16.6.2023

## **Executive Committee Meeting:**

• Following up with the previous meeting (02.06.2023), The Director IQAC requested Dr. A. Suresh Babu and Dr. G. J. Bhagavathiammal, Mr. Yogendran and Mr.G. Vijayshankar to speed up the preparation of the 8<sup>th</sup> Executive Council Meeting and arrange the meeting in 3<sup>rd</sup> or 4<sup>th</sup> week of June 2023.

## Conduct of Workshop for D-Coordinator/SpoC:

- The Director, IQAC request Dr. A.Kaviyarasu to coordinate a half-day workshop for the D-Coordinator & SpoC of University Departments concerning NAAC PTV preparedness between 19 and 24 June 2023. In connection with the workshop, the Director of IQAC requested Dr. A.Kaviyarasu to elaborate on the content and activity by 12. 06.2023.
- The arrangements of Sivalingam Hall for the D-coordinator workshop and the purchase of an Audio system, Mixer, and Wireless Microphone were in process.

## Collaborative workshop with VIT

The Director of IQAC informed the IQAC team about the collaborative workshop with Vellore Institute of Technology (VIT), and the confirmed date for the workshop will be intimated.

## NIRF 2023 Status Review:

- The Director, IQAC appreciated the team's untiring hard work and support in the NIRF ranking and requested to revisit the architecture and appeal reassessment. Further, he stressed the necessity of sustained work to achieve and stabilize our position in the top 10. Nowadays, we have to fit in and make our plan to compete with others for the next NIRF 2023.
- The Director, IQAC requested Dr. S. Santhakumar to rework and revisit the architecture
  to acquire Ranking. In addition, the Director asked Dr. A. Suresh Babu, Dr. A. Kaviyarasu
  and Mr. G. Vijayshankar, Mr. Yogendran, and Mr. Benjamin to present a detailed
  discussion on NIRF ranking analysis, and the same has to be submitted to Honorable
  Vice-Chancellor.
- The Director, IQAC thanked all the Higher officials for their encouragement and support through extending human resources, infrastructure, and Budget to improve Quality and Ranking, which helped us to move forward.
- Dr. J. Prakash, Dean, MIT, also suggested revisiting the NIRF ranking for architecture and proceeding with the appeal.

## QS 2024 Ranking:

 The Director, IQAC anticipated that improvement/advancement in QS Ranking. He specified the importance of QS Ranking placement in the Fellowship and researchcollaborative activities.

## The Sustainability Ranking

• The Director, IQAC requested Dr. A. Suresh Babu and Dr. A. Kaviyarasu to work on sustainability Ranking.

## **Automation Progress Review**

- The Director, IQAC informed the team that the automation progress had been rescheduled for 13.06.2023
- The Director asked all the staff members to follow the office timings, 10.00 a.m to 6 p.m.and informed them that if any movement is required in between office hours, it can be noted in the movement register. The Director stressed the ad-hoc leave will not be approved hereafter. The Director requested to follow the lunch timing between 1 and 2 p.m.
- The Director, IQAC requested all DDs to make alternate arrangements on leave. The
  Director discussed the team for name board selection for IQAC and decided to have a
  black and SS layout.
- The Director congratulated Prof. A. Suresh Babu, Prof. V. T. Perarasu, Dr. A. Kaviyarasu, and Dr. G. J. Bhagavathiammal for their promotion to the next level in their career.
- The Director asked all the staff members to get prior permission for leave (two days in advance) except in emergencies.
- The Director thanked all the members of IQAC for their support. The meeting was adjourned with tea and snacks at 5.00 p.m.

Director-IQAC

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## Anna University, Chennai - 600025

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## Minutes of IQAC Meeting

Venue: IQAC Conference Hall

Date: 13.06.2023

Ref: Lr. No.:AU/IQAC/2023/Internal Meeting/June/008, dt:07.06.2023

## Agenda of the Meeting:

Automation Demonstration

According to the reference cited, an internal meeting was held on 13.06.2023 at 2.00 p.m. in the IQAC Conference Hall to discuss the above-mentioned points. The following members were present:

## **External Members:**

Mr. Chandrasekhar Srinivasan, Director

Ms. Brindha Srinivasan, Project Manager

Cognitive Platform Solutions, Chennai

#### **Internal Members:**

Dr.R.Gunasekaran, Director

Dr. A. Suresh Babu, Deputy Director

Dr. V.T.Perarasu, Deputy Director

Dr. A. Kaviyarasu, Deputy Director

Dr.G.J.Bhagavathiammal, Deputy Director

Dr. K.Indra Gandhi, IQAC- Campus Coordinator, CEG

Dr.S.Santhakumar, IQAC- Campus Coordinator, SAP

Mr.G.Vijay Sankar, Professional Assistant I

Mr.R.Arun Kumar, Professional Assistant I

Mr.R.Yogendran, Professional Assistant I

Ms.T.Hemavathy, Application Programmer

Mr.E.T.Lokesh Kumar, Project Associate I

Ms.S.K.Rojaashree, Project Associate I

Mr.M.Benjamin Benhur, Project Associate I

Mr.J.Jeffrey Kevin, Project Associate I

- The meeting started with a welcome address by the Director IQAC.
- The Director welcomed the CPS team and requested Mr. Chandrasekhar Srinivasan, Director of Cognitive Platform Solutions, to present the automation demonstration progress fitting the IQAC requirement.
- In continuation with the previous meeting held on 02.06.2023 (Ref: Lr. No.:AU/IQAC/2023/Internal Meeting/June/001,dt:01.06.2023), the automation demo started with faculty template by taking "Faculty Awards and Recognition." The details pertaining to the stakeholders (Departments, Centres, Faculty, and Students) can be effectively collected using the Chatbot application.
- Task Workflow: Generic Questions can be assigned and responded to in the following order: Data Maker (Faculty/Students), Department/ Centre SPOC, Heads of Departments / Directors of Centres, IQAC. Provision was available in modifying the questions under Task with the checkbox. Finally, it led to task initiation for the stakeholders.
- Then Ms. Brindha Srinivasan demonstrated as a SPOC to submit a response to the assigned question. Further, the submitted response will be forwarded to the multiple-level

approver.

- The demo was continued by login as a Head of Department. The Dashboard displays the status, Timeline, and final submission of the Task notification.
- Then, the demo was carried out by login as IQAC, and the response can be viewed and verified by IQAC. Further, the same procedure was executed with file/document upload.
- The CPS team demonstrated both the response submission through manual and template entry. The stakeholders can submit their responses in different ways: short answer, long answer, multiple choice, numeric and single choice.
- The Director, IQAC emphasized that the framed questions must be linked with any accreditation and provision for generating customized data/ reports for NAAC, NBA, NIRF, QS, and other rankings.
- It was requested to add a "declaration/confirmation dialogue box" for truthfulness and authenticity, followed by the stakeholders can submit their responses.
- The Director requested the CPS team provide the Faculty profile page as publicly accessible.
- Dr. A. Suresh Babu requested to add a preview provision for the document attached and the CPS team has agreed to provide the same. It was suggested to notify Data Maker and Department/Centre if any task was assigned.
- The Director asked Ms. T. Hemavathy to provide suitable terminology for the workflow task.
- The Director requested the CPS team to refurbish the platform view by increasing the font size and style and adding additional features like sort, export and timeline notification.
- Further, an In-depth demonstration will be carried out in the coming meetings.
- The Director thanked all the members of IQAC for their support. The meeting was adjourned with tea and snacks at 5.00 p.m.

**Director-IQAC** 

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



# INTERNAL QUALITY ASSURANCE CELL (IQAC) ANNA UNIVERSITY, CHENNAI-600025.

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## Minutes of meeting

## A brief discussion regarding Collabrative Quality Initalative activities between VIT and Anna University.

Venue: AU-IQAC- Conference Hall

Date: 23.06.2023

## Agenda of the Meeting:

- Introductory discussion regarding Collaborative Quality Initiative activities between VIT and Anna University.
- As part of the above, conduct of One day workshop on Revised NAAC and NBA Manual working procedures.

A brief meeting was held on 23.06.2023 at 2.00 p.m. in IQAC Conference Hall to discuss the above agenda. The following members were participated in this meeting:

## Members participated:

Anna University (AU)	Vellore Institute of Technology (VIT)
Dr. R.Gunasekaran, Director	Dr. P. Kuppan, IQAC Overall coordinator, VIT
Dr. A. Suresh Babu, Deputy Director	Dr. Hemamalani, IQAC Director, VIT
Dr. A. Kaviyarasu, Deputy Director	Dr. Renuka Devi, Deputy Director IQAC, VIT
Dr.D.Sangeetha,IQAC Campus Coordinator, (MIT) Mr.G.Vijay Sankar, Project Associate - II	Dr. Chitra, Deputy Director, DQA,VIT
Mr.R.Yogendran, Professional Assistant - I	
Mr.E.T.Lokesh Kumar, Project Associate - I	

The External meeting started with a welcome address by AU IQAC Dr.R. Gunasekaran with the introduction of the AU IQAC Team members to the VIT Team Members and the VIT Team members introduced themselves cordially to AU IQAC Team Members.

## Points discussed regarding the One Day Collabrative Workshop:

- A quality initiative between Anna University and VIT was proposed to conduct "Continuous Collaborative activities" in a phased manner.
- The Director-IQAC Anna University and The Director-IQAC of VIT had agreed to coduct such initiatives.
- As part of this, an "One day workshop on NAAC Revised Manual, NBA and Working procedures is planned to conduct at VIT-Chennai Campus.
- In continuation with this, the next programme will be conducted in Anna University Main Campus.
- The VIT IQAC Team requested the Vice-Chancellor of Anna University for Inaugurating the the initial work shop.

## Topic of the workshop:

Director

• It has been decided to provide the Topic and Workshop Theme by VIT Team on or before 28.06.2023 (Wednesday) in coordination with AU-IQAC- Deputy Director Dr.A. Sureshbabu.

#### Date, Session and Venue:

• The Date and Session has been decided as 21.07.2023 for full day and the venue is VIT

## Targeted Participants of the workshop:

 About Fifty(50) Affiliated Institutions are being targeted to be invited for the Workshop and Maximum 2 Nominations may be accepted per Institution.

## Finiancial Sharing:

AU IQAC and VIT IQAC Team discussed and accepted to conduct the workshop with free registration. And the expenditure will be met by VIT in their scope.

## Participation Certificate:

 Participation certificate to the participants with QR code duly signed by both the Directors of IQAC should be issued. The certificate to be issued by VIT within their scope.

## Other Points discussed, as Information:(conformation Regired)

- The NAAC peer team visit prepradeness made by VIT has been discussed.
- The Creterion wise data presentation problems has been discussed by both the representatives
  of the Universities.
- The VIT IQAC Coordinator has shown the webpage of the VIT for Data collection for the Ranking.
- AU IQAC Director had requested to the IQAC Coordinator of the VIT to give suggestions on our Web page on Data collection sheet.
- They had given the e-mail <u>director.dqaa@vit.ac.in</u> for giving the request for the expert Dr.T.Vijayakumar (Asso.Prof. Mechanical) may visit Anna University for suggesting the improvements that can be made to the work done in automation so far.

Director-IQAC

Director
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Anna University, Chennai-25.



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## Minutes of IQAC Meeting

Venue: IQAC Conference Hall

Date: 23.06.2023

Ref: Lr. No.:AU/IQAC/2023/Internal Meeting/June/010, dt:23.06.2023

## Agenda of the Meeting:

1. Action follow-up of previous meeting held on (16.06.2023)

- 2. EC meeting preparedness & progress by Dr.ASB & Dr.GJB
- 3. QS sustainability ranking preparation status by Dr.AK
- 4. Automation Progress Review by Dr.RG and office of CPS
- 5. NAAC related activities (PPT & Report) by MT.GVS. According to the reference cited, an Internal meeting was held on 23.06.2023 at 3.00 p.m. in the IQAC Conference Hall to discuss the above-mentioned points. The following members were present:

#### Members:

Dr. R.Gunasekaran, Director

Dr. A. Suresh Babu, Deputy Director

Dr. A. Kaviyarasu, Deputy Director

Dr. D. Sangetha, IQAC Campus Coordinator, MIT

Dr. A. Sujatha, Asst. Professor, SAP

Dr. A.K.Sheik Manzor, Professor, MBA

Dr. Chitradevi, Asst. Professor, MBA

Mr.G.Vijay Sankar, Professional Assistant I

Mr.R. Yogendran, Professional Assistant I

Mr. R.Arunkumar, Professional Assistant I

Ms. T.Hemavathi, Application Programmer.

Mr.M.Benjamin Benhur, Project Associate I

Mr.J.Jeffrey Kevin, Project Associate I

Mr.E.T.Lokesh Kumar, Project Associate I

Ms.S.K.Rojaashree, Project Associate I

The Internal meeting started with a welcome address by Dr.R. Gunasekaran, D-IQAC.

#### NIRF Ranking Explanation

- The NIRF Ranking and the mark prediction of the School of Architecture (SAP) has been presented to the Professor-SAP Representative.
- It is suggested to maintain the Student intake to be at the same level of 600.
- The suggestion has been given to increase the Finance resource Utilisation in a proper way.
- Dr. A. Kaviyarasu suggested to increase the number of publicatioms
- Dr. A.Sureshbabu had suggested for the solution to be given by the concern Department so IQAC can present it to Vice-Chancellor.
- The suggestion by Department should be given by next week.
- The NIRF Ranking and the marks of the Management and the comparison with the other Institutes has been presented to the MBA Professor.
- · Dr. A. Sureshbabu requested for possible solutions for maintaing the students strength

- constantly in management stream.
- Suggestions are requested from the management team for improving the footprint of Projects, Professional Practices ,Executive Development irrsepctive of AU-TVS in Management Stream.
- Management Professor queried about the web site readiness and the Director Requested to prepare the content so it will be easy to upload when the website is launched.
- Dr. A. Kaviyarasu requeseted to concentrate on finance resource Utilisatation, Consultancy project, Executive Development Program, Ph.D. Graduation and on median salary.
- The Engineering ranking and marks has been presented to the IQAC Team for review.
- It has been suggested to utilise allocated amount in proper way.
- Dr. A. Kaviyarsu suggested to recuirit the Ph.D.completed person as Faculty.
- Dr. A Sureshbabu suggested to give the revised estimates to be given at December.
- Director suggested to monitor the fund utilization.
- Patent filing should be made Easy is suggested by Dr. A.Sureshbabu sir.
- Research and professional practices should be maintained constantatly.
- To improve the pass percentage remedial classes should be taken suggested by Dr.A Sureshbabu.
- Our Deputy Director Dr.A.Suresh Babu suggested that Regional diversity should be addressed by Our Vice Chancellor to the NIRF Ranking Committee.
- Alumini contribution should be taken by the Institute Account as suggested by Dr.A.Sureshbabu.
- Number of newly appoinded teachers data should be updated in IRINS Suggested by Dr.A Kaviyarasu.

## Letter correction on EC meeting:

In EC meeting the external member has been updated our Alumini Mr.Balamurugan will atted the EC meeting as an entrepreneur.

The letter of approval has been signed by our Vice Chancellor.

Director-IQAC\*

Director

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