



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

Anna University, Chennai – 600025

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## Minutes of IQAC Meeting

Venue: IQAC Conference Hall

Date: 01.07 .2023

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Ref: Lr. No.:AU/IQAC/2023/Internal Meeting/July/012, dt:30.06.2023

### Agenda of the Meeting:

1. Action follow-up of previous meeting held on 30.06.2023
2. Booklet and PPT {Presentation by – Dr.ASB/Dr.GJB & Team
3. Discussion on Finance in connection to infrastructure and manpower by – Dr. VTP
4. Readiness review for EC Meeting.

According to the reference cited, an Internal meeting was held on 30.06.2023 at 3.00 p.m. in the IQAC Conference Hall to discuss the above-mentioned points. The following members were present:

### Members:

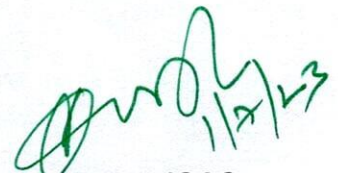
Dr. R.Gunasekaran, Director  
Dr. A. Suresh Babu, Deputy Director  
Dr. V.T.Perarasu, Deputy Director  
Dr. A. Kaviyarasu, Deputy Director  
Dr. D. Sangetha, IQAC Campus Coordinator, MIT  
Dr. K. Indragandhi, IQAC Campus Coordinator,CEG  
Mr.G.Vijay Sankar, Professional Assistant I  
Mr.R.Yogendran, 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.

### Review of EC Meeting Readiness

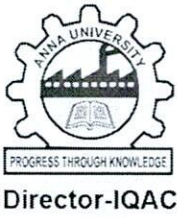
- IQAC has to give recommendations to CTDT about creating the policy on seed money for the young and new faculty and also to old faculty.
- Policy on Quality has to be created for each center and department said by Dr.J.Prakash.
- It is requested to present Audit justification in the EC Meeting Booklet .
- The approval letter of Vice-Chancellor has to be presented as the proof for the Deputy Directors Appointment in the Booklet.
- Deputy Director of Dr.Lokesh has to be given in the Booklet.
- The Creatrix Software purchase bill and the contract has to be added in the Booklet.
- It is decided to get ratification for the Temporary Staff appointment at Executive Council Meeting .
- Permission Letter of the Registrar has to be included as reference in the Booklet for any Transfer that has been made to the IQAC.
- It is decided to place the references after the annexure.

- The approval of Registrar for the waiting list of candidates has to be presented in the booklet as annexure.
- The word ratify has to be removed inside the paragraph because it is present in the Topic itself.
- It is decided to check and update the wordings of the old book and update the words to new words or new sentence in the new book.
- It is decided to explain and get ratification in the executive council meeting for the withdrawal of the money from the fixed Deposit from bank.
- It is decided to explain about the loan adjustments made by the IQAC and mention it in the Booklet at budget Estimates topic.
- It is decided to have the font as common.
- It is decided to present only last 3 years data at the Executive Council meetings.
- It is decided to add the NIRF Circular as annexure.
- It is decided to give the action to be taken suggestion to the other center and departments based on the NAAC Bench mark.
- It has been decided to bring the syllabus revision by external survey has to be presented in the way forward.
- The way forward actions to be seted as goals of coming years.
- Awards and recognition are to to be included in the booklet with photographs taken.
- Certification for the Centre and departments for NIRF Ranking has to be given and it should be recorded in the booklet as appreciation requested by Dr.A.Kaviyarasu.



**Director-IQAC**

**Director  
Internal Quality  
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## Minutes of Vice-Chancellor Meeting

Venue: Syndicate Hall

Date: 11.07.2023

Ref: Lr. No.:AU/IQAC/2023/Vice-Chancellor/Meeting/July/02, dt 11.07.2023

### **Agenda of the Meeting:**

QS Sustainability Ranking Data Collection Preparedness Review – by Dr.R.Gunasekaran & Mr.G.Vijay Sankar

The QS Sustainability Ranking Data Collection Preparedness meeting was held on 11.07.2023 at 4.00 p.m. in the Syndicate Hall to discuss the above-mentioned points. The following members were present:

### **Members:**

Dr.R.Velraj, Vice Chancellor  
Dr.J.Prakash, Registrar  
Dr.M.Venkata Ramanan, Director-IES  
Dr.V.Kumaresan, Coordinator-ANIHEES  
Dr.G.Rajesh, Coordinator-NSS  
Dr.D.Thirumalaivasan, Director-IRS  
Dr.A.Suresh Babu, Deputy Director-IQAC  
Dr.M.Sasikala, Director-NHHID  
Dr.A.Kaviyarasu, Deputy Director-IQAC  
Dr.M.Krishnaveni, Director-IOM  
Dr.R.Jayavel, Dean-AC Tech  
Dr.L.Suganthi, Dean-CEG  
Dr.K.R.Sitalakshmi, Dean-SAP  
Dr.C.Umarani, Director-CFR  
Dr.A.Merline Sheela, Director-CES  
Dr.V.P.Jayachithra, Deputy Director-Health Centre  
Dr.M.Rajmohan, Director-Health Centre  
Gr.K.Gunasekaran, Director-Planning & Development  
Dr.V.T.Perarasu, Deputy Director-IQAC  
Dr.S.Thanigaiarasu, Coordinator-YRC

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

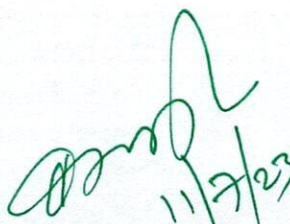
### **QS Sustainability Ranking Data Collection Preparedness Review:**

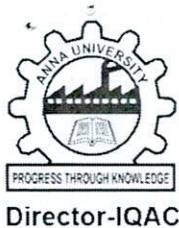
- Dr.R.Gunasekaran formally welcomed the Honorable Vice-Chancellor, Registrar, Deans, and Center Directors for the meeting.
- He presented the QS World University Ranking Sustainability 2024 (2<sup>nd</sup> Edition) parameters and their respective weightages.
- He also presented the 'THE Ranking' metrics that are correlated to 'QS Sustainability Ranking'.
- He also highlighted some of the specific metrics related to the concerned Department and Research Centre.
- After the presentation, Dr. J. Prakash Registrar suggested fetching the data from NAAC 2023 metrics.
- In addition to that, Honourable Vice-Chancellor added that 80% of the required Environmental Sustainability data and 20% of the Social Sustainability data had already been studied while preparing for other accreditation/ ranking processes and the Sustainability regarding Governance is yet to be

studied. He also added that these data related to sustainability were University/ Institute centric rather than department/ research centre centric.

- In this regard, the honorable Vice-Chancellor proposed to draft a committee regarding sustainability. Further, he requested the members to suggest expert members who can lead the committee. The following people were suggested,
  - Dr.A.Peer Mohamed, Department of Textile Technology (Retired)
  - Dr.G.M.Samuel Knight, Department of Civil Engineering (Retired)
  - Dr.S.Shanmugavel,
  - Dr.Shanumga Sundaram
  - Dr.Swaminathan
  - Dr.Shekhar
  - Dr.Jeyaraman
  - Dr.K.Shantha Kumar
  - Dr. Ramayan
  - Dr.P.Narayanaswamy
  - Dr.Venkatesan (Retired)
  - Dr.Rhymend Uthariaraj, Ramanujan Computing Centre.(Retired)
- The Committee may be classified based on the sustainability categories (SDG). Thus, it was tentatively decided that, Dr.A.Peer Mohamed Department of Textile Technology (Retired) as a Chairman and the Deans will act as Coordinators for the three categories.
  - Environmental Sustainability (Environmental Impact) will be handled by Dr.L.Suganthi (Dean-CEG) and Dr.K.Gunasekaran (P&D Director).
  - Social Sustainability (Social Impact) will be handled by Dr.K.R.Sitalakshmi (Dean-SAP) and Dr.M.Rajmohan (Director-Health Centre).
  - Governance Sustainability (Governance) will be handled by Dr.R.Jayavel (Dean-ACTech) and Dr.A.Peer Mohamed (Professor of Eminence)
- It was further decided that, two Associate Professors whom the coordinators see fit (preferably new), shall assist under one category.
- Regarding the website URLs', Dr.K.R.Sitalakshmi and Dr. A. Suresh Babu suggested creating a 'Master Link' for all the SDG-related activities or providing a separate 'SDG' tab under Anna University Home Page.
- Since the QS demands a lot of policies and for the benefit of our institution a few more policies shall be framed. The honorable vice Chancellor suggested Dr. Thirupugazh may be requested to frame new policies related to ranking and accreditations.
- Dr.A.Kaviyarasu stated that, the scoring methodology is binary 0 or 100 (i.e) policy framed and presented in the website may either carry full marks or zero marks.
- Vice Chancellor also suggested including HoDs regarding SDGs as this is the early stages of the QS Sustainability Ranking which was perfect to make them and other stakeholders aware of such rankings.
- The above-mentioned agenda was to be instilled in the meeting which was scheduled on 12.07.2023 (Wednesday) organized by P&D with all HODs and Directors of centres.

The meeting concluded with tea and snacks at 5:30 PM.

  
**Director-IQAC**  
**Director**  
**Internal Quality**  
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Director-IQAC

## Minutes of IQAC Meeting

Venue: IQAC Conference Hall

Date: 14.07.2023

### Agenda of the Meeting:

1. NAAC Peer Team Visit (PTV) Preparedness by Dr.R.Gunasekaran and Dr.T.Thyagarajan
2. Campus Readiness by Dr.T.Thyagarajan

The meeting was held on 10:30 PM, 14.07.2023 in the IQAC Conference Hall to discuss the above mentioned agenda. The following members were present,

### Members:

Dr.R.Gunasekaran, Director-IQAC  
Dr.T.Thyagarajan, NAAC Coordinator (via online)  
Dr.A.Suresh Babu, Deputy Director-IQAC  
Dr.A.Kaviyarasu, Deputy Director-IQAC  
Dr.V.T.Perarasu, Deputy Director-IQAC  
Dr.D.Sangeetha, MIT Campus Coordinator (via online)  
Mr.G.Vijay Sankar, Project Associate II  
Mr.R.Yogendren, Professional Assistant I  
Mr.R.Arunkumar, Professional Assistant I  
Ms.S.K.Rojaashree, Project Associate I  
Mr.E.T.Lokesh Kumar, Project Associate I  
Mr.J.Jeffrey Kevin, Project Associate I  
Ms.R.Gayathri, Clerical Assistant

Dr.R.Gunasekaran cordially welcomed all the members present and Dr.T.Thyagarajan and Dr.D.Sangeetha who joined the meeting via online and the following were discussed,

### NAAC Peer Team (PTV) Preparedness:

- Dr.T.Thyagarajan presented the tentative schedule to be followed until PTV and sought approval from Directors, Deputy Directors, Campus Coordinators for all the important dates. He also asked for suggestions from IQAC Staff members regarding the matter.
- Briefed about the planning for every aspect based on past experiences and also added to adhere to the schedule.
- Director, Deputy Director and Campus Coordinator agreed to the proposed schedule
- Team members regarding External Mock Visit (EMV) will be decided by Dr.R.Gunasekaran and Dr.T.Thyagarajan

6.3 - print

DATE	ACTIVITY	COORDINATORS
17.7.2023	Formation of Committees for EMV & PTV Issue of Circular for Campus readiness	Prof. R. Gunasekaran Prof.T. Thyagarajan
26.7.2023	Collection of, Department Booklets Admin Centre Booklets R & D Centre Booklets Student Club Booklets	Prof.A. Suresh Babu Dr. D. Sangeetha Prof. V. T. Perarasu Dr. A. Kaviyarasu Dr. G. J. Bhagavathiammal
27.7.2023	Arrangement of NAAC related documents	Dr. K. Indira Gandhi
28.7.2023	Preparation of PPTs for Vice Chancellor	Prof.R. Saravanan
	D-Academic PPT	Prof. Thilagar
	D-IQAC PPT	Prof. R. Gunasekaran
	Best Practices -1 PPT	Prof. C. Uma Rani
	Best Practices-2 PPT	Prof. R. Vidhya
	Distinctiveness	Prof. J. Prakash
31.7.2023	Mock Presentation	
2.8.2023	Completion of Campus Cleanliness	Prof. R. Vidhya
3.8.2023 & 4.8.2023	External Mock Visit	Prof. R. Gunasekaran Prof. T. Thyagarajan
7.8.2023	Final version of PPTs	Vice Chancellor Prof.R. Saravanan Prof. Thilagar Prof. R. Gunasekaran Prof. C. Uma Rani Prof. R. Vidhya Prof. J. Prakash
8.8.2023	Draft schedule for NAAC PTV	Prof. R. Gunasekaran Prof. T. Thyagarajan
9.8.2023	Final Mock Presentation of PPTs	Vice Chancellor Prof. Thilagar Prof. R. Gunasekaran Prof. C. Uma Rani Prof. R. Vidhya
9.8.2023	Vice Chancellor's visit to Depts/Centres	
10.8.2023	Fine Tuning	All the leadership team
11.8.2023 to 13.8.2023	NAAC-PTV	All the leadership team

**Campus Readiness:**

Dr.T.Thyagarajan briefed about the following,

- Sensitising all stake holders regarding the PTV and EMV
- Readiness of office spaces that wil be used by the PTV members
- Clearing Debris
- Suitable authoritites based on past experience for every aspect, whom are all considered for our honourable Vice Chancellor's approval.

The meeting was adjourned with tea & snacks at 12:15 PM.



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## Minutes of NAAC PTV Preparedness Meeting

Venue: Syndicate Hall

Date: 14.07.2023

### Agenda of the Meeting:

1. NAAC Peer Team Visit (PTV) Preparedness – Dr.R.Gunasekaran, Dr.T.Thyagarajan
2. Action to be taken – Honourable Vice Chancellor, Dr.R.Velraj

The meeting was held on 14.07.2023 in the Syndicate Hall to discuss the preparedness and campus readiness towards NAAC PTV. The following members were present,

Dr.R.Velraj, Vice Chancellor  
Dr.J.Prakash, Registrar  
Dr.L.Suganthi, Dean-CEG  
Dr.R.Jayavel, Dean-AC Tech  
Dr.K.R.Sitalakshmi, Dean-SAP (via online)  
Dr.K.Gunasekaran, Director-P&D  
Dr.R.Gunasekaran, Director-IQAC  
Dr.R.Vidhya, Estate Officer  
Dr.T.Thyagarajan, NAAC Coordinator (via online)  
Dr.A.Suresh Babu, Deputy Director-IQAC  
Dr.A.Kaviyarasu, Deputy Director-IQAC  
Dr.V.T.Perarasu, Deputy Director-IQAC  
Dr.S.Jayalakshmi, Assistant Executive Engineer-EO  
Dr.K.Arul Deepa, Assistant Executive Engineer-EO  
Dr.S.Karthikeyan, Assistant Executive Engineer-EO  
Dr.V.Jawahar Senthil Kumar, Assistant Executive Engineer-EO  
Dr.V.Lenin Kalyana Sundaram, Assistant Executive Engineer-EO  
Mr.G.Vijay Sankar, Project Associate II-IQAC  
Mr.R.Yogendren, Professional Assistant I-IQAC  
Mr.R.Arunkumar, Professional Assistant I-IQAC  
Mr.J.Jeffrey Kevin, Project Associate I-IQAC

Honourable Vice Chancellor Dr.R.Velraj cordially welcomed the members present and the following agenda were discussed,

### NAAC PTV Preparedness:

- Dr.R.Gunasekaran announced the PTV dates are from 11<sup>th</sup> August, 2023 to 13<sup>th</sup> August, 2023.
- Dr.T.Thyagarajan presented the following which are to be finished by 1<sup>st</sup> week of August.
  - Circular to be send regarding the following by 19<sup>th</sup> July
    - External Mock Visit (EMV) & Peer Team Visit
    - Campus Readiness
  - Booklet and powerpoint presentations (PPT) to be fine-tuned and finalized by 27<sup>th</sup> July, 2023 and a mock presentation on 31<sup>st</sup> July.
  - Finishing all construction related works and to clear the debris latest by 2<sup>nd</sup> August 2023

- External Mock Visit to be scheduled on 3<sup>rd</sup> or 4<sup>th</sup> August 2023
- Any suggestions/ corrections given by EMV to be acted upon within 7<sup>th</sup> August 2023
- Tentatively suitable authorities to be assigned for certain tasks based on their past experience of accreditation board visits and seeking for approval from Vice Chancellor
- Tentavily assigned office spaces based on its serenity and comfort, which are to be used by the PTV members through out the visit and to seek approval from Vice Chancellor
- Tentavily assingning EMV members and seeking approval from Vice Chancellor

**Action to be taken:**

Honourable Vice Chancellor Dr.R.Velraj suggested the following,

**To the Registrar**

- To schedule separate meetings with the concerned authority/committee as directed by Dr.T.Thyagarajan
- To engage newly recruited faculty members for the booklet preparation
- To assign two more faculty for presentation regarding 'Distinctiveness'

**To the Direcor,IQAC**

- To adhere strictly to the scheduled events till PTV and not to postpone any event.

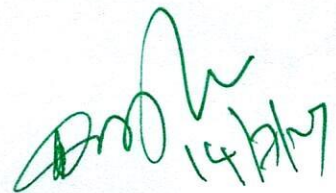
**To the EO**

- To white wash, paint as soon as possible in the areas, where the PTV is expected to spend more time
- To clear out all construction debris and store them in a strategical location.
- Relocating the colour coded dustbins in a noticeable manner and to instruct waste collection agencies not to spill any wastes while collecting them within the campuses. Added to it, the waste segregation process to be demonstrated.
- To ensure uninterrupted power supply to the office spaces that the team will use
- To trim all garden/ lawns available in all the campus
- To maintain/ revamp the existing areas where the land is used as waste management and to make a decision on auctioning the e-waste as did in MIT Campus.

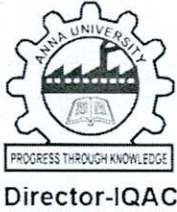
**To the Director RCC**

- To ensure seamless Wireless Internat facility by providing temporary wireless internet all over the campus untill PTV

The meeting was adjourned with tea and snacks at 12:15 PM



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Director-IQAC

## Minutes of Meeting

**Venue:** Syndicate Hall

**Date:** 14.07.2023

### **Agenda of the Meeting:**

Demonstration of automation software by Mr.Chandrasekhar Srinivasas, Cognitive Platform Solutions (CPS).

The demonstration of the automation software was given on July 14, 2023, at 4:30 PM in the Syndicate Hall during the meeting.

The following members were present,

### **Internal members:**

Dr.R.Velraj, Vice Chancellor  
Dr.R.Gunasekaran, Director-IQAC  
Dr.K.Gunasekaran, Director-Planning and Development  
Mr.R.K.Shankar, 1971 Batch Alumnus  
Mr.Mohan Eddy, 1971 Batch Alumnus  
Dr.A.Suresh Babu, Deputy Director-IQAC  
Dr.A.Kaviyarasu, Deputy Director-IQAC  
Dr.V.T.Perarasu, Deputy Director-IQAC  
Dr.D.Sangeetha, MIT Campus Coordinator  
Mr.G.Vijay Sankar, Project Associate II  
Ms.S.K.Rojaashree, Project Associate I  
Mr.E.T.Lokesh Kumar, Project Associate I  
Mr.J.Jeffrey Kevin, Project Associate I

### **External members:**

Mr.Chandrasekhar Srinivasan, CPS  
Ms. Brindha Srinivasan, CPS  
Mr. A.Gunasekaran, CPS

Dr.R.Gunasekaran cordially welcomed the members present. He Introduced Mr.R.K.Shankar and Mr.Mohan Eddy of the 1971 Batch Alumni to the IQAC team and thanked them for their contribution towards this project.

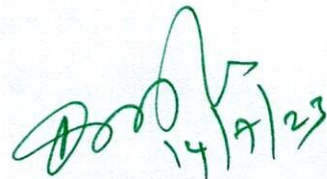
Mr.Chandrasekhar Srinivasan from CPS proceeded with the following,

### **Demonstration of the automation software**

- Mr.Chandrasekhar Srinivasan briefed about the framework that they have instilled in the software.
- Mr.Mohan Eddy added that the software has a conversational workflow, which enables customizable interactions and improves the overall user experience.
- Ms.Brindha Srinivasan demonstrated a complete cycle of question initiation, data collection, fetching the apt fields for the respective accreditation boards and exporting them in the required format.
- The following features were presented,
  - Question/ Task Initiation, where every question has a unique authorization levels, time limit and answering fields

- All Dashboards available within the software
- Ease of answering since the fields are already explained in the question
- Filtering and sorting from the received data for quick processing
- Stitching/ Combining of documents for an organized storage
- Dynamic faculty profile, with customized features
- Honourable Vice Chancellor Dr.R.Velraj suggested the following,
  - Text size must be clearly visible
  - Re-organize faculty profile fields
  - Engage a domain expert who is well-versed in both the software and the accreditation, ranking procedures
  - To complete the project as soon as possible, preferably by August 10<sup>th</sup> i.e before the Peer team Visit (PTV). He also added that we should demonstrate the data collection process to the PTV members
- In respect to financial aspects, a meeting was to be scheduled between Vice-Chancellor, Finance sections and CPS regarding development of the software.
- Honourable Vice Chancellor and Alumni expressed their satisfaction about the progress of the software.

The meeting was adjourned with tea and snacks at 6:15 PM.



**Director-IQAC**  
**Director**  
**Internal Quality**  
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