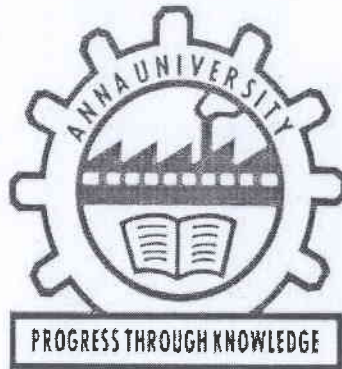


ANNA UNIVERSITY, CHENNAI, 600025



**MINUTES OF THE 7th MEETING OF
INTERNAL QUALITY ASSURANCE COUNCIL**

DATE : 18.11.2021
TIME : 11.00AM
VENUE : SYNDICATE HALL

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNA UNIVERSITY, CHENNAI – 600025.

Ph: 2235 8585, email: iqac@annauniv.edu, URL: www.annauniv.edu/iqac

MINUTES OF THE 7th MEETING OF INTERNAL QUALITY ASSURANCE COUNCIL

HELD ON 18.11.2021

The 7th Council meeting of the Internal Quality Assurance Cell was held on 18.11.2021 at 11.00 AM in the Syndicate Hall of Anna University. The following members were present:

S.No	Role in council	Profile as defined by NAAC	Nominated Personnel
1	Chairperson	Head of the Institution	Dr.R.Velraj, Vice Chancellor
2	Member	Senior Administrative Officer	Dr.G.Ravikumar, Registrar i/c
3	Member	Senior Administrative Officer	Mr.T.Srinivasan, Finance Officer
4	Member	Management	Dr.D.Mohan Lal, Director, P&D
5	Member	Management	Dr.C.Umarani, Director, CFR
6	Member	Management	Dr.Hosimin Thilagar, Director, Acad. Courses.
7	Member	Management	Dr.K.Baskar, Director, CTDT
8	Member	Senior Teacher	Dr.G.Nagarajan, Dean- CEG i/c
9	Member	Senior Teacher	Dr.T.Thyagarajan, Dean- MIT
10	Member	Senior Teacher	Dr.S.Meenakshisundaram, Dean-ACT
11	Member	Senior Teacher	Dr.K.R.Sitalakshmi, Dean-SAP
12	Member	Senior Teacher	Dr.J.Prakash, NIRF Nodal Officer
13	Member	Teacher	Dr.Sabitha Ramakrishnan Deputy Director, IQAC
14	Member	Teacher	Dr.S.Meenakumari IQAC Campus coordinator - CEG
15	Member	Teacher	Dr.G.Balamurugan IQAC Campus coordinator - MIT
16	Member	Teacher	Dr.K.V.Radha IQAC Campus coordinator - ACT
17	Member	Teacher	Dr. R. Rajeswari IQAC Campus coordinator - SAP
18	Member	Local Society	Mr. A. J. Balasubramani, Director, Aigilix Health 7401746525, ajbala@aigilxhealth.com
19	Member	Alumni	Dr. Indumathi Nambi, Professor – Civil Engg, IITM. 9444687042, indunambi@iitm.ac.in
20	Member	Employer	Mr. Naren Krishnan, Sr IBM Certified IT Architect, IBM, 9282135422, narenkrishnan@yahoo.com
21	Member	Industrialist	Mr. K. E. Raghunathan, President-AIMO & Managing Director- Solkar Solar Ind.
22	Member	Student Members	Mr. K. Rakesh, President - Students Quality council 9092105138, rakekrish12@gmail.com
23	Member	Student Members	Ms. S. Shruthi Ph: 7358325784, Shruthi2k0@gmail.com , Ms. K. Diviya Seshani 8608706034, dksheshani@gmail.com CEG Tech Forum Representatives
24	Coordinator	Director, IQAC	Prof. Dr. Kurian Joseph , CES, Civil Engineering

Welcome address by Chairman:

Honorable Vice-Chancellor, Prof.Dr.R.Velraj, Chairman, welcomed the Internal Quality Assurance Council Members. He emphasized the importance of quality assessment to ensure quality assurance and enhancement initiatives. He requested Dr. Kurian Joseph, Director-IQAC to take the agenda forward.

Brief appraisal of the activities of IQAC by Dr. Kurian Joseph, Director, IQAC

The Director, IQAC gave an overview of IQAC Structure as per NAAC guidelines, its major functions and Current Members of IQAC Executive Committee / Council Members. He also listed the Agenda for 7thEC/Council Meeting as follows:

7.1	Section 1: Confirmation of the Minutes of the Previous meeting
7.1.1	To confirm the minutes of the 6th IQAC council meeting held on 29.09.2018
7.2	Action taken Report
7.2.1	To confirm the actions taken on the decisions and recommendations of the 6th IQAC council meeting held on 29.09.2018
7.3	For Information & Ratification
7.3.1	To inform and ratify the actions taken for Strengthening IQAC infrastructure and manpower
7.3.2	To inform and ratify the Appointment of Professional Assistant-I : 2 persons
7.3.3	To inform and ratify the actions taken for NAAC Reaccreditation
7.3.4	To inform and ratify the actions taken for enhancement of Outcome Based Education and NBA Accreditation activities
7.3.5	To Inform and consider the Budget Estimates (BE) and Revised Budget Estimates (RE) for FY 2018-19, 2019-20, 2020-21 and 2021-22
7.3.6	To consider and ratify Purchase of items during the period 29.9.2018 to 17.11.2021
7.3.7	To consider and ratify the Statement of Expenditure for FY 2018-19, 2019-20 and 2020-21
7.4	For Information
7.4.1	To Inform the national and International Ranking and Recognition of University
7.4.2	To Inform the various quality sustenance activities of IQAC during the period Oct 2018 – Oct 2021
7.5	For Discussion and Approval of Action Plan
7.5.1	To discuss the concerns raised by NAAC External Mock Visit Committee and to approve the Action plan for NAAC re-accreditation process
7.5.2	To discuss the checklist for Academic and Administrative Audit and to approve action plan for Academic and Administrative Audit
7.5.3	To discuss the actions for strengthening of IQAC and approve the IQAC Roadmap for 2021-22.

SECTION 7.1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

7.1.1 To confirm the minutes of the 6th IQAC council meeting held on 25.09.2018

The 6th council meeting of IQAC was held on 25.09.2018. The minutes of the meeting were circulated to all members for their perusal. As no comments were received from the members, the minutes as given in **Annexure-I** was approved by the members.

SECTION 7.2 ACTION TAKEN REPORT

7.2.1 To confirm the actions taken on the decisions and recommendations of the 6th IQAC Council meeting held on 25.09.2018

The Action taken Report on the decisions and recommendations under various items of the 6th IQAC council meeting held on 25.09.2018 presented in **Annexure-II** was approved by the members.

SECTION 7.3 FOR INFORMATION & RATIFICATION

7.3.1 To inform and ratify the actions taken for Strengthening IQAC infrastructure and Manpower

Actions taken for Strengthening IQAC infrastructure and manpower were informed to the members and ratified. The actions included the shifting of the IQAC office from Administrative Building to CPDE building – First Floor with effect from 12.7.2021. The current infrastructure includes the facilities such as Office Room, D-IQAC cabin, DD-IQAC cabin, Conference Room and Notice Boards. This enabled smooth functioning of various activities such as uploading of data for accreditation / ranking / approval, etc. and for conducting discussions / meetings / seminars with stakeholders. The facilities in the current IQAC office premises may be enhanced with necessary additional space, manpower and equipment to expand the IQAC activities.

Prof. Dr. T. Thyagarajan, Department of Instrumentation Engineering, MIT Campus served as Director IQAC till 10th Jan 2019 and Prof. Dr. Kurian Joseph, Centre for Environmental Studies, Department of Civil Engineering is currently the Director, since 10th January 2019. IQAC activities at Department level were strengthened by appointing Department level IQAC Coordinators. The details of current members in IQAC Team are presented in Annexure-III. The day to day activities of the IQAC are carried out based on regular meeting of the Core Team of IQAC consisting of Director, IQAC, Deputy Director, IQAC and Campus Coordinators of CEG, AC Tech, SAP and.

MIT campus. The members of IQAC meet periodically to carry out the IQAC activities. The agenda of the meetings involve as the following: NAAC Reaccreditation, discussion of purchase, preparation of AQAR, quality sustenance activities, dissemination of information pertaining to IQAC, preparation for the conduct of training programmes,etc.

The IQAC website contains basic information about IQAC, its members, and functions, activities, all the AQAR submitted, Reports of activities, formats for feedback from Stakeholders and it is periodically updated to reflect the ongoing activities of the IQAC. The minutes of the IQAC internal meetings are available in the IQAC website. A road map is drawn up at the beginning of the academic year, to carry out the IQAC activities in a timely and appropriate manner.

Mr.V.Selvaraju, Assistant was transferred to IQAC by the University on 01.12.2020 to support the IQAC Office.

7.3.2 To inform and ratify the Appointment of Professional Assistant-I: 2persons

The esteemed members of IQAC council were informed about the following actions pertaining to appointment of Professional Assistants to support IQAC activities and the actions are ratified by the Council.

The appointment tenure of Ms.Nivedha, Professional Assistant – II ended on 30.6.2019 and hence her services were terminated.

In lieu of the quantum of work pertaining to various quality related activities of IQAC, it was decided that the services of Professional Assistant – I (2 persons) were required and hence, VC approval was obtained to appoint two staff members at the level of Professional Assistant– I for executing the following activities:

- Uploading of documents in IQAC website through RCC as and when required
- Updating the website periodically
- Online registration in NAAC website and uploading of SSR and related documents for NAAC re-accreditation
- Online registration for AQAR submission and uploading of AQAR along with related documents
- Administrative work pertaining to IQAC office maintenance
- Preparation of Text documents, Powerpoint presentations and Spreadsheets, scanning, photocopying, file conversion to pdf for uploading, etc.
- Maintenance of registers (sanction register, appropriation register, cash register, stock register and cheque register) pertaining to budget utilization
- Drafting letters and reports
- Communicating the circulars (hard copies / soft copies) to the Anna University officials through tapal /email.
- File maintenance, stock maintenance, binding booklets,etc.

Accordingly, the interview for Professional Assistant – I was conducted on 01.07.2019. Mr.G.Vijay Sankar and Mr.P.Parthiban were appointed as Professional Assistant – I with a daily wages of Rs.736/day. Mr. Vijay Shankar joined duty on 11.07.2019 and Mr. Parthipan joined duty on 22.08.2019.

Mr.Parthipan requested for relief and hence was relieved from his post on 03.02.2020. Mr.Yogendren was selected from the waiting list of the interview conducted on 29.01.2020 and he joined duty on 19.02.2020. Mr. Vijay Sankar and Mr. Yogendren are continuing their services in IQAC as on 18.11.2021.

7.3.3 To inform and ratify the actions taken for NAAC Reaccreditation

The actions taken by IQAC for NAAC Reaccreditation were informed and the members ratified the same.

As the NAAC Accreditation (Cycle 2) validity was till 24 September 2019, IQAC initiated and coordinated the NAAC Reaccreditation (Cycle 3) in March 2019. A core committee was formed to steer the different activities through subcommittees and criteria leaders. Campus level NAAC Coordinators, Campus level IQAC Coordinators, Department level IQAC Coordinators and Department level NAAC Coordinators facilitated the data collection and evaluation. Criteria wise teams were formed to verify and validate the responses and evidences. Several meetings were conducted to review and refine the data. IQAC coordinated the preparation and submission of SSR, response to DVV, follow up on Student Satisfaction Survey as listed below.

NAAC Core Committee Formation	05.02.2019
NAAC Core Committee -First meeting	18.02.2019
Communication of NACC Criteria and Responsibility allocation	20.02.2019
NAAC Campus Coordinator Meeting	25.02.2019
NAAC Campus Level Meeting -SAP	26.02.2019
NAAC Campus Level Meeting –CEG &MIT	27.02.2019
NAAC Campus Level Meeting --AC Tech	28.02.2019
NAAC-Director/Central Facilities meeting	01.03.2019
HEI Portal Registration	05.03.2019
NAAC Campus Coordinators Review Meeting	11.03.2019
HEI Activation of Login Credentials	13.03.2019
NAAC Sub Core Committee Meeting	14.03.2019
NAAC Portal Open for IIQA	25.03.2019
Payment of IIQA fees online &IIQA Submission	10.04.2019

IIQAQ Approval	23.04.2019
NAAC Campus Coordinators Review Meeting	08.05.2019
NAAC Campus Coordinators Review Meeting	14.05.2019
NAAC Core Committee –Second meeting	21.05.2019
NAAC SSR Submission & Student Satisfaction Survey	05.06.2019
NAAC Data Verification and Validation (DVV) Clarification	12.06.2019
Reply to DVV Clarification	26.06.2019
Additional Evidence and DVV Clarification to NAAC	02.08.2019

The DVV evaluation of SSR covering the quantitative data (75% of the marks) is done based on the documentary evidences uploaded, as there were ambiguities/missing evidences/improper format, etc., several docs were not considered as per NAAC SOP. Further Pro-rata marking was done based on the correctness of the docs presented for the samples chosen by the DVV team for each criterion. There was no provision for interacting with the DVV team and giving clarifications for their queries. As the DVV Process was not completed the Reaccreditation Process was started again in July 2020. The SSR submission for NAAC Reaccreditation was done on 03.12.2020. After the DVV clarification process the SSR was prequalified on 13 April 2021 for Peer Team visit. Internal and External Mock inspections were done in preparations to the Peer Team Visit. Based on the feedback of the External mock Team expert visits during 07-09 September 2021, it was decided by the University to improve the data and resubmit the SSR to achieve highest grade, considering the difficulties encountered in the data compilation during the Covid 19 Pandemic.

7.3.4 To inform and ratify the actions taken for enhancement of Outcome Based Education and NBA Accreditation activities

The actions taken by IQAC enhance the Practice of **Outcome Based Education (OBE) and NBA Accreditation** were presented and the members ratified the actions.

A Programme on “**NBA Accreditation – Dissemination of Good Practices, Tools and Processes to Assess Attainment of Course Outcome and Programme Outcome**” was conducted for HODs and NBA coordinators, 13th March 2019. As a follow up activity, a University level committee was setup to discuss and recommend actions to institutionalize the OBE Practices. Based on the deliberations of the NBA Committee and the Chairpersons the following actions were implemented to institutionalize the OBE Practices.

7.3.4.1 Revision of the Question paper format mandating mapping of each question about relevant CO and guidelines on the percentage of questions under different learning levels

7.3.4.2 Revision of the Student Attendance and Assessment Record Format to incorporate core elements of OBE

7.3.4.3 Formats for Feedback from Stakeholders and exit survey

IQAC initiated sending circulars to the Deans of various campuses through Registrar to collect information regarding current status of NBA Accreditation of various UG/ PG Programmes offered by various Departments in the four campuses. Based on the comprehensive information collected, the Departments which are eligible to apply for accreditation were identified. The concerned Deans were requested to take immediate necessary steps to apply for NBA Accreditation. Several meetings were conducted to prepare for the NBA Accreditation applications as summarized below.

NBA First Meeting to discuss on guidelines to be followed for assessments	15.07.2019
NBA Second Meeting to discuss on common rubrics	5.11.2019
NBA Third Meeting on question paper pattern and examination schemes	2.12.2019
NBA Fourth Meeting on confirmation of question paper pattern	4.12.2019
NBA preparation meeting for submission of pre qualifier	28.8.2020
NBA Campus Level Meeting – Preparation of SAR CEG & MIT	02.09.2020
NBA Campus Level Meeting – e-SAR review	14.09.2020 – 17.09.2020
e-SAR submitted by NBA Phase I- Civil, EEE, ECE, CSE, IST and IT Departments of CEG and MIT	30.09.2020
NBA pre qualifier submitted by Chemical, Leather, Petroleum and Textile technology Departments	12.10.2020
NBA Phase I Faculty meet through Google for CO-PO	15.10.2020
First internal mock visit to Phase I team	04.11.2020
First internal mock visit to Phase II team	05.11.2020
e-SAR review meeting Chemical Department	24.11.2020, 01.12.2020 and 08.12.2020
e-SAR review meeting Textile Department	25.11.2020, 02.12.2020 and 09.12.2020
e-SAR review meeting Petroleum engineering Department	26.11.2020, 03.12.2020 and 10.12.2020
e-SAR review meeting Leather Technology	27.11.2020, 04.12.2020 and 11.12.2020
Second internal mock visit to Phase I and II	19.12.2020-
NBA evaluation Team visit preparedness meeting	22.10.2021

NBA accreditation applications and eSAR were prepared and submitted for NBA Accreditation of the following Programmes and the NBA Team visit is awaited.

- B.E. Civil Engineering
- B.E. Electrical and Electronics Engineering
- B.E. Electronics and Communication Engineering
- B.E. Computer Science and Engineering
- B.Tech. Information Technology
- B.E. Mechanical Engineering
- B.E. Production Engineering
- B.Tech Rubber and Plastics Technology
- B.Tech. Petroleum Engineering and Technology
- B.Tech. Chemical Engineering
- B.Tech Leather Technology
- B. Tech. Textile Technology

IQAC Council members appreciated the efforts and suggested to ensure that all the eligible Programmes are accredited by NBA.

7.3.5 To Inform and consider the Budget Estimates (BE) and Revised Budget Estimates (RE) for FY 2018-19, 2019-20, 2020-21 and 2021-22

The Budget Estimate (BE) and the Revised Estimate (RE) for the financial years 2018-19, 2019-20, 2020-21 and 2021-22 (Annexure-III) were informed and ratified by the IQAC Council members.

7.3.6 To consider and ratify Purchase of items during the period 29.9.2018 to 17.11.2021

The IQAC Council members ratified the purchase of non-consumable items during the period 30.9.2018 to 17.11.2021 are given below.

Sl.No.	Date of purchase	Name of the items purchased	Qty.	Head of Account	Total Cost (Rs.)
1	12.09.2019	Seagate Backup 1TB	1Nos.	Office Contingencies	5450.00
2	08.11.2019	APC UPS BR-1100	3Nos.	Equipment's	24,249.00

3	04.08.2020	Canon Printer MF643CDW	1Nos.	Computer / Printers	37,046.00
4	07.01.2021	Beetel M51 Landline Phone	1Nos.	Office Contingencies	740.00
5	03.02.2021	Logitech Stereo Headphone	3Nos.	Computer Consumables	2,250.00
6	03.02.2021	Logitech Webcam	3Nos.	Computer Consumables	7,200.00
7	12.03.2021	Cushion Chair R Type	4Nos.	Furniture	9,168.00
8	04.09.2021	Magazine Display Rack	10 Nos.	Furniture	46,020.00
				Grand Total	1,32,123.00

7.3.7 To consider and ratify the Statement of Expenditure for FY 2018-19, 2019-20 and 2020-21

The statement of expenditure incurred under the various Heads of IQAC account during the financial years FY 2018-19, 2019-20 and 2020-21 (**Annexure-IV**) were presented for the kind information and ratified.

SECTION 4: FOR INFORMATION

7.4.1 To inform the National and International Ranking and Recognition of University

The details of Ranking and Recognition of University under national and international rankings were summarized and presented for the Information of the members.

National Institutional Ranking Framework (NIRF) Ranking.

NIRF Category	2017	2018	2019	2020	2021
Overall	13	10	14	20	25
University	6	4	7	12	16
Engineering	8	8	9	14	18
Management	23	23	43	59	57
Architecture	-	6	12	18	22

Quacquarelli Symonds (QS) Rankings:

QS Category	2017	2018	2019	2020	2021
World University		651-700	751-800	751-800	801-1000
Engineering & Technology	451-500	388	397	373	388
Mechanical Engineering	251-300	251-300	301-350	301-350	301-350
Chemical Engineering	201-250	251-300	251-300	301-350	301-350
Electrical & Electronic Engineering	301-350	301-350	301-350	251-300	251-300
Computer Science & Info. Systems	401-500	451-500	401-450	451-500	551-600
Asia	251-300	301-350	169	169	196
BRICS	151-200	85	87	87	-
India	-	-	13	16	-

Times Higher Education World University (THE-WUR) Ranking:

THE-WUR Category	2020	2021	2022
World University	1001+	1001+	801-1000
Asia University	351-400	-	-
India	37	37	18
Young University	301-350	301-350	-
Engineering & Technology	601-800	-	-
Impact ranking: SDG 17 - Partnerships for goals	301-400	601-800	-
Impact Ranking: SDG 3 - Good health & well-being	401-600	601-800	-
Impact Ranking: SDG 5 - Gender equality	301-400	201-300	-
Impact ranking: SDG 6 - Clean water & sanitation	7	101-200	-
Impact Ranking: SDG 7 – Affordable and clean energy	***	101-200	-
Impact ranking: SDG 9 - Industry, Innovation & Infrastructure	201-300	201-300	-
Impact Ranking: SDG 13 – Climate actions	***	400+	-
Impact Ranking: SDG 15 – life on land	***	201-300	-

URAP (University Ranking by Academic Performance) Rankings

URAP Category	2016-17	2017-18	2018-19	2019-20
World ranking	799	913	827	913
Ranking in India		15		15
Engineering (field-wise ranking)	--	No field-wise ranking	432	435

Academic Ranking of World Universities

ARWU Category	2019	2020
World Ranking	901-1000	901-1000
National Ranking	11-16	10-15

7.4.2 To inform the various quality sustenance activities of IQAC during the period Oct 2018 –Oct 2021

Various quality sustenance activities of IQAC during the period Oct 2018 –Oct 2021 were informed to the members.

7.4.2.1 AQAR submissions

The Annual Quality Assurance Reports (AQAR) for the years 2017-18, 2018-19 & 2019-20 were submitted as per the details given below:

Sl.No.	Details	Date of Submission	Syndicate Approval date
1	AQAR 2017-18	04.02.2019	06.02.2019
2	AQAR 2018-19	31.12.2019	20.02.2020
3	AQAR 2019-20	29.08.2021	Under process
4	AQAR 2020-21	Under preparation	--

The AQAR reports are uploaded in IQAC Website and presented in hard copies for the kind perusal of the members.

7.4.2.2 Training programmes conducted

The details of the Training programmes/Seminars/Workshops conducted by IQAC is presented here for the information to the IQAC Council members.

2018-19

1. Two-days Workshop on “Importance of Assessment, Accreditation and Ranking in Higher Education Institutions” for IQAC/NIRF/NBA/IOE coordinators of University Departments of AU, 27th and 28th November,2018
2. One-day Training Programme on “Core Competency Development” for Non- Teaching administrative Staff members, 4th Dec2018
3. Half-a-day Programme on “NBA Accreditation – Dissemination of Good Practices, Tools and Processes to Assess Attainment of Course Outcome and Programme Outcome” for HODs and NBA coordinators, 13th March2019

2019-20

1. 2-days Training Programme on “Administrative Procedures and Good Practices for Quality Assurance” for Non-teaching Administrative Staff members of Anna University, 21st and 22nd November,2019.
2. Half-a-day Consultation Workshop on “Times Higher Education – World University Ranking, THE – WUR” for Heads of Institutions and IQAC Directors of various Universities in Tamil Nadu, 26th November2019.

2020-21

- 1 Webinar on “ICT Resources and Tools for enhancing Teaching Learning Process” for the benefit of the faculty members of Anna University – University Departments, on 4th Feb 2021 through online mode using MS TEAMS virtual platform.
- 2 Webinar on “Enhancing Research Excellence” for the benefit of the faculty members of Anna University – University Departments, on 11th Feb 2021 through online mode using MS TEAMS virtual platform.
- 3 Webinar on “Strengthening Student Support Framework in Anna University” for the benefit of the faculty members of Anna University – University Departments, on 18th Feb 2021 through online mode using MS TEAMS virtual platform.
- 4 Webinar on “SDG Research Impact: 5 ways to improve research visibility” for the benefit of the faculty members of Anna University – University Departments, on 25th Feb 2021 through online mode using MS TEAMS virtual platform.
- 5 Webinar on “Innovation and Entrepreneurship Ecosystem: The way forward” for the benefit of the faculty members of Anna University – University Departments, on 4th March 2021 through online mode using MS TEAMS virtual platform.
- 6 Webinar on “Human values based mentoring of students” for the benefit of the faculty members of Anna University – University Departments, on 12th March 2021 through online mode using MS TEAMS virtual platform.
- 7 Webinar on “Outcome based Education-best practices” for the benefit of the faculty members of Anna University – University Departments, on 18th March 2021 through online mode using MS TEAMS virtual platform.
- 8 Webinar on “Documentation requirements for Quality Assurance” for the benefit of the faculty members of Anna University – University Departments, on 25th March 2021 through online mode using MS TEAMS virtual platform.

7.4.2.3 Quality Related Programmes Attended by IQAC Team members

2018-19

1. Dr.Sabitha Ramakrishnan and Mrs.R.Rajeswari attended the International Conference on Quality Assurance in Higher Education in Asian and European Universities, Aurangabad, 2-4 March, 2019

2019-20

1. Dr.Sabitha Ramakrishnan attended the NAAC Workshop on Dual Mode Accreditation Procedures, NAAC-Bengaluru, 18th Dec,2019
2. Dr.Kurian Joseph Director IQAC was Resource person in one day State level Workshop on "Global Rankings of Higher Educational Institutions: Present Scenario"
3. Dr.Kurian Joseph Director IQAC delivered an invited on "Bench Marking as a Tool for Quality" organized by Internal Quality Assurance Cell and Kamaraj University, Madurai which was held on 22nd, March,2019.
4. Ms.R.Rajeswari attended the Final Conference on Quality Assurance in Higher Education Institutions, was held on 21-22 March 2020,Chennai.
5. Mrs.Ilakiya attended the "NAAC Assessment and Accreditation Building Institutional Competencies" was held during 5-7 March 2020 at CHRIST University (Deemed to be University),Bangalore.

7.4.2.4 Facilitation for obtaining feedback from stakeholders

IQAC facilitated the conduct of Exit survey to get feedback of the passing out students as part of the indirect assessment of the Attainment of POs and PSOs and other aspects of the programme. The Programme wise feed backs received were shared to the respective HODs for analysis and action taken report. Details of the same are presented in IQAC Website.

7.4.2.5 Coordination of Policy Drafting

IQAC coordinated with the Director, Planning and Development in the drafting of the following Institutional Policies. All these Policies are uploaded in the University website.

1. Green Campus Policy
2. Environment and Energy Policy
3. e-Governance Policy
4. Information Technology(IT)Policy
5. Gender and Social Non Discrimination policy

6. Gender Empowerment and Social equity Policy
7. Policy on Scholarships and Freeships
8. Faculty Incentive policy
9. Resource Mobilisation and Funding Policy
10. Grievance Redressal Policy

SECTION-7.5 FOR DISCUSSION AND APPROVAL OF ACTION PLAN

7.5.1 To discuss the concerns raised by NAAC External Mock Visit Committee and to approve the Action plan for NAAC re-accreditation process

The weak metrics according to NAAC accreditation criteria (7.5.1.1) and the areas of concern as identified by the NAAC External Mock Visit Experts(7.5.1.2) were considered by the members of the council and the members suggested an action plan (7.5.1.3) to address the same.

7.5.1.1 Weak metrics according to NAAC accreditation criteria

Metric	Weightage (out of 1000)	Description
1.3.2	10	<i>Number of value-added courses for imparting transferable and life skills</i>
1.3.3	10	<i>Average percentage of students enrolled in the value-added courses</i>
1.3.4	5	<i>Percentage of students undertaking field projects / research projects / internships</i>
2.4.4	10	<i>Teachers who received awards, recognition, fellowships at state, national, international level</i>
2.5.1	15	<i>Number of days for declaration of results</i>
3.1.2	3	<i>Provision of seed money to teachers for research</i>
3.1.3	3	<i>Teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research</i>
3.6.2	10	<i>Awards received by the institution, its teachers and students from government /government recognized bodies in recognition of the extension activities carried out</i>
5.2.1	10	<i>Percentage of students qualifying in state/ national/ international level examinations</i>
5.2.3	15	<i>Percentage of recently graduated students who have progressed to higher education</i>
6.3.2	10	<i>Percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies</i>

7.5.1.2 Areas of Concern identified by the NAAC External Mock Visit Experts

- Efforts are needed to fill up the vacancies in the Teachings and Non-Teaching positions.
- More courses need to be focused on employability/ entrepreneurship etc.
- Only very few value added courses for imparting life skills are offered.
- Validation of outcome not done. Process is employed for checking the attainment of outcomes without much understanding.
- MOOC and SWAYAM courses are not popular among students.
- Customized LMS has to become operational.
- Extension activities are carried out through NCC, NSS and YRC but not showcased properly.
- Impact of University on the neighborhood in terms of societal benefits to be analyzed by social audit.
- Efforts are needed to increase the footfalls in the Library.
- Overlapping responsibilities of Centres may be reviewed.
- Utilization of facilities created need to be enhanced significantly (Logbook maintenance of sophisticated equipment's not done).
- Overall campus cleanliness needs to be improved.
- Capacity development and skill enhancement initiatives to be done in organized manner.
- Placement in core companies needs to be improved.
- Number of students appearing for National level examinations is too less.
- Students need to be motivated for Higher Education.
- Efforts for training students to bag National and International levels honours to be intensified.
- Students' grievance mechanism needs to be strengthened.
- Vision and Mission statements are to be displayed prominently.
- Students' participation in Governance may be enhanced.
- Strategic plan may be revisited the context of IoE and UPE Status.
- E-Governance initiatives are poor.
- Human Resource Development Centre for Engineering teachers to be strengthened.
- Teachers are to be given greater support for attending Academic meets.
- Optimal utilization of Resources needs to be ensured.
- The significant measures are needed to clear the Audit objections.
- Impact of IQAC in Academic and Research activities is not up to the expected level.
- Greater efforts are needed to build Quality culture.
- Post accreditation quality initiatives are not up to the expected level.
- Administrative and Academic Audits not conducted regularly.

- Waste management initiatives need to be improved.
- Vehicular movement inside the campus during working hours may be restricted.
- Celebration of National days not showcased properly.
- Road safety measures through provision of sign boards may be put in place.
- Significance of programmes & courses need to be correlated to the National/Regional/Local needs.
- Efforts for supporting slow and advanced learners are to be emphasized.
- Diverse - students centric teaching methods to be listed out.
- Quality Examinations reforms are needed.
- Number of smart class rooms to be increased.
- Efforts to be stepped up for Walk ins in library.
- Career advancement need to be regularly implemented.
- Renewable energy resources need to be explored further.

7.5.1.3 Action Plan Suggestions by IQAC Council Members.

Sl.No.	Weakness/Concern	Action to be Taken	Official in charge
1	Low number of Value added Courses (VACs) offered for imparting transferable and life skills.	<p>Increase the number of Value Added Courses offered as per the regulations (a Maximum of 30 Hrs duration) and also increase the number of students enrolling for VACs. Inter-departmental VACs can be offered (e.g. IOT course for Mechanical / Civil students, etc.).</p> <p>Courses offered as part of Skill development programmes by AUFRG, Siemens Centre of Excellence (SCOE) etc. may be considered for giving credits over and above the normal credit requirement.</p> <p>Centres such as SCOE, AUFRG Centre for CAD/CAM, IRS, CED, CIPR can offer a number of VACs.</p> <p>Students to be motivated to take up VACs. Nominal fee may be charged per candidate for sustenance of the VACs.</p>	<p>Director, Academic Courses (D-AC) to coordinate with HODs and prepare a list of VACs. and offer starting from the forthcoming Even Semester (Jan-May 2022). VACs offered by reputed engineering institute may be referred while preparing the VAC list.</p> <p>Director, Academic Courses (D-AC) to revise and include provisions in the time table slots for offering VACs from even semester.</p> <p>Directors of the Centres such as Siemens-CoE, AUFRG Centre for CAD/CAM, IRS, CED, CIPR to develop and offer VACs. D-AC to coordinate.</p>
2	Introduction of New Programmes and New Courses	<p>New UG and PG programmes to be introduced in emerging areas based on the gap analysis and need Assessment.</p> <p>Minor degree programme and Honours degree programme to be introduced.</p>	Director, Academic Courses (D-AC), Faculty Chairpersons and HODs

		Cross departmental courses can be offered as PEs – App development course, IOT course, Yoga course, Digital Twin, Industry 4.0, etc.	
3	Review of Academic Regulations and Curriculum to support Outcome Based Education	<p>Amendment may be made in Academic Regulations to permit flexibility in Teaching and Evaluation methods to support Outcome Based Education.</p> <p>Gap Analysis of Curriculum and improvement for the attainment of Programme Educational Objectives and Programme Outcomes.</p> <p>Stakeholder feedback analysis must be considered while revising curriculum and syllabus.</p> <p>More courses need to be oriented towards enhancement of employability/ entrepreneurship.</p> <p>Professional Electives to be offered across departments and students should have the option to choose electives across Campuses.</p>	Director, Academic Courses (D-AC) and Faculty Chairpersons
4	Reducing vacant seats due to student dropouts.	<p>Admission procedures to be modified to fill vacant seats arising due to dropouts in the first year.</p> <p>I Semester courses to be made uniform throughout all branches of University Departments and affiliated colleges to enable smooth upward movement of student from one college to another during the first sem.</p>	Director-Admissions and Director-Academic Courses (D-AC)
5	Enhancing Percentage of students undertaking field projects / research projects / internships	<p>Students to be encouraged to take up field projects / research projects / internships. Internship guidelines to be revisited and revised.</p> <p>Students should be permitted to undergo internship / research projects / field projects, in industries as well as reputed academic institutions after getting due approval from the authorities.</p>	Director- Academic Courses (D-AC) and HODs
6	Effective utilization of library and e Resources.	Efforts are needed to increase the footfalls (Physical and online) in the Library.	Director Library and HODs

7	Number of days for declaration of results	The period has to be shortened to 15 days as against 30 days that is currently prevailing. The difficulties in completion of the evaluation of exam papers within the timeframe to be resolved so as to meet the deadline.	ACoE (UD) and HODs
8	Improving the Faculty Student Ratio	All the vacant Faculty positions to be filled. Career advancement need to be regularly implemented. Mandatory PhD Qualifications requirements for temporary faculty Assistant Professor (Contract) members of University Departments. Contract rules and exit policy for TFs to be revised.	Director –Recruitment Cell.
9	Strengthening the office support system.	Fill up the vacancies in the Non-Teaching staff positions and conduct of training programmes on best practices in office management and e Governance.	Director –Recruitment Cell. Director-IQAC
10	Research Promotion. To improve the citation index of faculty members.	Review of PhD guide ship conditions for Faculty members of University Departments to enhance the number of available Research Guides Review of research registration guidelines for candidates from Industry interested in Research Teaching Fellows/Contract Faculty/Project fellows to be motivated to register for PhD and completion within stipulated time. Enhancement of Research Fellowships.	Director –Research
11	Provision of seed money to teachers for research.	The existing scheme for provision of seed money to teachers for research can be reviewed to enhance the support.	Director, CTD
12	Teachers who received awards, recognition, fellowships at state, national, international level. Teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research.	Number to be increased. More teachers to avail the opportunities. More funding to be provided for all such activities. Incentives can be offered to the faculty members who get such recognitions.	D-P&D to formulate the Policies and rules for such incentives.

13	Awards received by the institution, its teachers & students from government /government recognized bodies in recognition of the extension activities carried out	Extension and outreach activities by NSS/NCC/YRC to be enhanced More participation to be encouraged. Conducive environment to be created for the activities.	Campus Deans and officers in charge of NSS/NCC/YRC activities.
14	Percentage of students qualifying in state/ national/ international level examinations. Percentage of recently graduated students who have progressed to higher education	HODs to have mechanism to track student progression and alumni network to collect the information.	Director Alumni Centre. HOD's
15	Improving Alumni Networking	Development of Web based mobile applications to expand Alumni network and interactions	Director, Centre for Alumni Affairs
16	Green Campus Initiatives	Overall campus cleanliness needs to be improved. Waste management initiatives need to be improved. Renewable energy resources need to be explored further.	Estate Officer/Deans/HODs
17	Improving the documentation of events and Data management system	Standardization of Data Formats, Digitalization of evidences and Strengthening of e- Governance and Information Management System. Periodical data updates by all Depts./Centres, Internalizing Quality Culture,	Directors of Planning and Development, Knowledge Data Centre, IQAC, Deans, HODs and Directors
18	Induction Programme for Teaching Fellows and Young faculty	Capacity building of newly inducted faculty members.	Director, Centre for Faculty Development Director-IQAC
19	NAAC Reaccreditation (Cycle 3)	Preparation and submission of IQA and SSR, DVV, Peer Team Evaluation by October 2022.	Director, IQAC
20	NBA Accreditation of all UG and PG programmes	Practice of outcome based education, preparation and Submission of SAR, NBA Team Inspection	HODs of the respective UG/PG Programmes.
21	Enhancing the ICT enabled Teaching Learning process	Strengthening of Wi-Fi facility throughout the four campuses and enhancement of ICT enabled Teaching Learning	Director-RCC, Deans and HoDs

7.5.2 To discuss the checklist for Academic and Administrative Audit and to approve action plan for Academic and Administrative Audit

According to NAAC, **Academic Audit** is a scientific and systematic method of reviewing the quality of academic process in the institution for quality assurance and enhancing the quality of academic activities in HEIs. Academic Audit as practiced currently is limited to periodic audit of the Question papers for its format and quality. **Administrative Audit** is a process of evaluating the efficiency and effectiveness of the administrative procedure, assessment of policies, strategies & functions of the various administrative Centres/Units, control of the overall administrative system etc. Administrative Audit as practiced currently is limited Finance Audit.

The major objectives of Academic and Administrative Audit are to.

- Understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units
- Suggest the methods for improvement and for overcoming the weaknesses.
- identify the bottlenecks in the existing administrative mechanisms
- Identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- Evaluate the optimum utilization of financial and other resources.
- Suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

IQAC Council members considered the check list of items that may be considered for Academic Audit and Administrative Audit (AAA) presented in **Annexure-V** and suggested that actions (7.5.2.1) may be initiated by IQAC to carry out the Academic and Administrative Audit regularly at periodic interval.

7.5.2.1 Remarks on Academic / Administrative Audit and Benchmarks		
Academic Audit	<p>Academic audit to be performed regularly.</p> <p>Data for the completed Academic Year and self-assessment by respective Departments/Centres by the month of September in the current Academic year.</p> <p>Evaluation of the self-assessment by respective Departments/Centres for the completed Academic Year by the month of October in the current Academic year.</p> <p>IQAC to give guidelines to HODs for initiating and conducting academic audit periodically.</p> <p>Academic Audit committee formed to monitor the academic audit procedures.</p>	<p>Director-Academic Course and all HODs</p>

Administrative audit	Effectiveness of the different Administrative Centres to be reviewed regularly at periodic interval to ensure resource mobilization, effective utilization of resources and timely completion of activities. Effectiveness to be enhanced through streamlined Procedures and e-governance.	Director Planning and Development and e-governance team
Environmental Audit	Environmental audit of Campus once in three years	Estate office and Director, Centre for Environmental Studies
Energy Audit	Energy audit of Campus Facilities once in three years	Estate office and Director, Institute for Energy Studies

Outcome of AAA along with Plan of action may be placed before IQAC Council. The AAA may take into account the following Bench marks as proposed in the 6th meeting of the IQAC Council and track its achievement.

Academic Benchmarks/Goals:

- Average pass percentage of students >90
- Average placement of students(on-campus) >70
- Average drop-out percentage of students <2
- Declaration of results: within 15days
- Number of books per students in the library >20
- Faculty/student ratio <1:15
- Student/Computer ratio <3:1
- Percentage of teachers with Ph.D qualification =100
- Percentage of teachers with post PostDoc >25
- Academic audit periodicity: Every Year

Research Bench Marks/Goals:

- Number of on-going research projects per Department >2
- Departments with UGC-SAP/ CAS and DST-FIST >50%
- Number of Patents filed per Campus >5
- Number of Technology Transfers per Campus >1
- Ph.D graduates per Department >3
- Publications per faculty member >2
- Number of Conférences organized per department >1

Recognition Benchmarks/ Goals

- NAAC Accreditation: A++
- NBA Accreditation: For all the eligible UG/ PG programmes in a phased manner in the next 5years
- NIRF Rankings: Within Top 10 in all categories
- QS World University/THE Rankings: Top 600
- QS BRICS Countries Rankings: 75
- QS/THE Asian Countries: Top300

7.5.3 To discuss the actions for strengthening of IQAC and approve the IQAC Roadmap for 2021-22.

Suggestions were requested from the members of the IQAC Council for improving data collection and analysis at Department level, Campus level and University level. Members suggested that actions needs to be taken to have Full time staff for IQAC activities to utilize and recognize the knowledge of existing person who has been working on these Assessment, Accreditation, Approval and Ranking activities. It was also suggested that Anna University may consider utilizing the services of a retired Professor with familiarity and interest in Quality metrics and requirements of Higher Educational Institutions for IQAC activities. Director, IQAC shall make the proposals for enhancement of manpower and space requirements to strengthening of IQAC activities. The plan of activities for the year 2021-22 was considered and approved.

Sl. No.	Month	Activity
1	July 2021	<p>NAAC PTM Visit Preparations Preparation of first draft for VC PPT, D-IQAC PPT, ATR on PTM remarks,</p> <p>Circulars to Deans and HODs for arrangements in the Campuses and Departments</p> <p>Conduct of meetings and allocation of duty for officials for the PTM visit</p> <p>Preparation of Ready-reckoner for Peer Team members</p> <p>Minute-by-minute schedule of events Arrangements for PTM team stay</p> <p>Display of documents for the Peer Team Venue for interactions</p> <p>Intimation to stakeholders to attend the interactions</p> <p>Conduct of IQAC internal meeting and minutes preparation Monthly Progress Report</p>

2	Aug 2021	Purchase of non-consumable items as per budget allocation
		Schedule of Training programmes along with titles and resource persons
		Conduct of IQAC internal meeting and minutes preparation
		Monthly Progress Report
		Collection of data for AQAR 2019-20 and compilation
		Conduct of NAAC PTV Internal Mock Inspection
3	Sep 2021	RE preparation and purchase process followup
		AQAR 2019-20: Online filling of data
		Conduct of IQAC Training programme
		Conduct of IQAC internal meeting and minutes preparation
		Monthly Progress Report
		Conduct of NAAC PTV External Mock Inspection and Preparations for NAAC PTV
4	Oct 2021	Submission of AQAR 2019-20
		Collection and Compilation of Data for THE Impact Ranking
		Collection of data for AQAR 2020-21 and compilation
		Conduct of IQAC internal meeting and minutes preparation
		Monthly Progress Report
5	Nov 2021	NIRF data collection/ Collection of data for AQAR 2020-21 and Compilation
		Follow up actions to collect NAAC SSR missing data
		Submission of Data for THE Impact Ranking
		Conduct of Training programme on Outcome Based Education
		Conduct of IQAC internal meeting and minutes preparation
		Monthly Progress Report
6	Dec 2021	NIRF data Preparation
		AQAR 2020-21 compilation and Submission.
		Follow up actions to collect NAAC SSR missing data
		Conduct of IQAC Training Programme
		Conduct of IQAC internal meeting and minutes preparation
		Monthly Progress Report
		Preparations/Coordination for NBA Team Visit
7	January 2022	NIRF data Preparation and Submission
		Coordination for NBA Team Visit
		Conduct of IQAC internal meeting and minutes preparation
		Monthly Progress Report

		Purchase of Computers for IQAC
		Conduct of IQAC Training programme
8	February 2022	Conduct of IQAC internal meeting and minutes preparation
		Monthly Progress Report
		QS and THE data Preparation and Submission
		Conduct of IQAC Training programme
9	March 2022	Conduct of IQAC internal meeting and minutes preparation
		Monthly Progress Report
		Data collection for NAAC SSR Resubmission
		Preparations for the conduct of Academic and Administrative Audit

Appreciation/Suggestion.

Vice Chancellor explained the different initiatives including strengthening of e-Governance activities taken up for Quality enhancement. He also appreciated the suggestions from the members of the IQAC Council. The Council members appreciated the Anna University officials and the IQAC team for the progression made in the past and for the projections made for the future activities. It was suggested that the Director-IQAC shall follow up on the different actions suggested and present the progress in the IQAC Council meeting which may be conducted at least once in six months.

The meeting ended at 1.30 PM, with a formal vote of thanks by the Director, IQAC.

[Handwritten Signature]
3/12/21
DIRECTOR-IQAC

[Handwritten Signature]
7/12/21
REGISTRAR i/c

[Handwritten Signature]
7/12/21
VICE CHANCELLOR