



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Anna University, Chennai – 600025

Ph: 2235 8585/79/80/81, E-mail: iqac@annauniv.edu

Meeting on SWOC Analysis, Last 3 Years achievements, Way Forward Minutes of Meeting

Date & Time: 14.09.2022 3:00 pm

Venue: Syndicate Hall, AU

Participants: Vice-Chancellor, Registrar, Estate Officer, Assistant, Engineer-Civil Junior, Engineer-Civil, Executive Wardens and Deputy Wardens of all the campuses, Director IQAC, Deputy Directors – IQAC.

A meeting between the Honorable Vice-Chancellor and Estate Officer was held on 14.09.2022 at 3.30 pm in the syndicate Hall (Administrative Building) to discuss SWOC analysis and the last 3 year's achievements. The following members were present.


Director-IQAC welcomed the Honorable-Vice-Chancellor, beloved Registrar, and all the members present in the meeting. The Estate officer presented all the campuses Strength, Weakness, Opportunities available and Challenges faced.


The following are the highlights and feedbacks of the Vice-Chancellor, Registrar and other members:

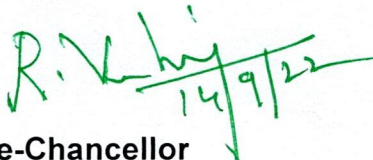
Sl. No.	Presentation Highlights	Actions to be taken	Responsibility
1.	Water Conservation	<ul style="list-style-type: none"> Promotion of Centralized Water Management System. Water reuse and recycling arrangements are to be made. Formation and maintenance of water bodies inside the campus. Borewells should be restricted and existing ones should be recharged. Water fittings should be repaired to save water. 	EO Deans HoDs Executive Wardens
2.	Green Committee	<ul style="list-style-type: none"> Green Committee is to be formed to make the campus green. Need prior approval from the committee for Tree plantation/cutting. Restriction of Automobiles and promotion of e-Vehicles inside the campus. Promotion of Non-Conventional energy sources such as Solar and Wind power generation. Green audit to be performed every year. 	EO Deans HoDs Executive Wardens
3.	Energy Committee	<ul style="list-style-type: none"> An energy audit committee is to be formed to promote awareness of optimal energy utilization. An energy audit should be performed every year. Smart energy meters need to be implemented in all departments. Interlinking of all substations and Power generators (Centralized Grid facility) inside the campus. 	EO Dir-IES Coordinators (NSS, NCC)

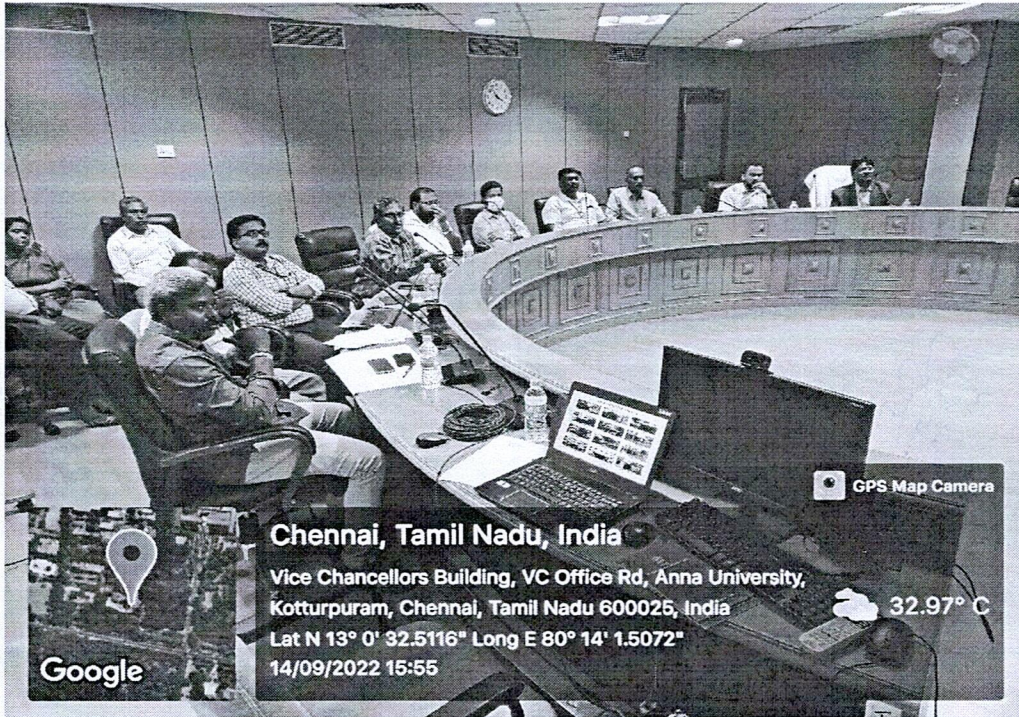
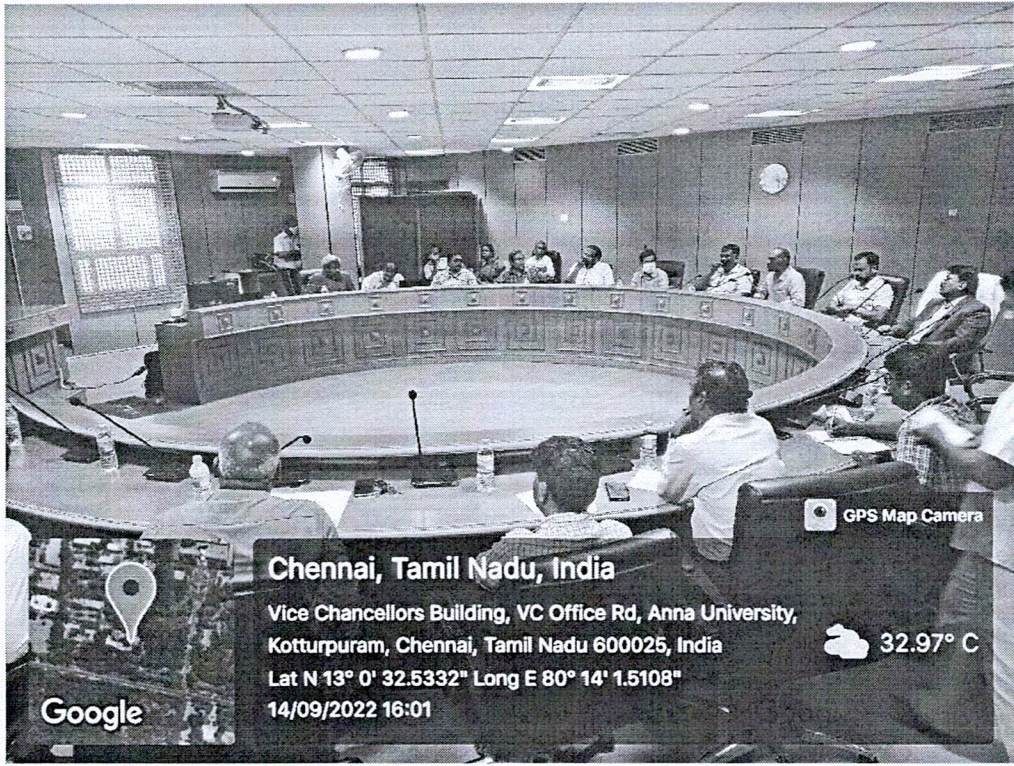
		<ul style="list-style-type: none"> • Initiation to be taken for Electrical power demand and its management. • All air conditioners should be a minimum 3-star rating. • All the students should be involved in the energy, and water saving movement through NCC, NSS. 	
4.	Maintenance	<ul style="list-style-type: none"> • University Electrical and plumbing minor work cell to be formed. • Air Conditioner maintenance and other AMC for all the Departments, Centres, and offices are to be carried out by technicians from the University Maintenance cell. • Financial power has improved from 6 to 10 lakhs for better periodical maintenance. 	EO CEM Cell Unit Heads
5.	Financial Power and Management	<ul style="list-style-type: none"> • Enhancement of Tender Limit for EO from 10 lakhs to 25 lakhs • Policy to be formed to avoid delay in contractor payments <ul style="list-style-type: none"> • Divisional Accountant to reduce audit objections and speed up the payments. • Inputs from the DCB register for property management, electricity consumption, and water consumption are to be used for fixing charges for hostels, quarters, and centers. • Unresolved land issues are to be addressed immediately. Committees should be formed. 	EO FO Audit Sections Dir-P&D
6.	Employee/ Manpower Utilization	<ul style="list-style-type: none"> • Regular Recruitment drives need to be conducted to ensure EO Office Manpower. • Shortage of Man Power at various levels such as Divisional Accountant, License holder C/B for Substation, Pump operators, gardeners, field labors, Lift operators, electricians, AC Mechanic, plumber, carpenter, scavengers, tractor driver, etc., need to be filled immediately. • Computerized project monitoring and management (Enhanced CAMPUS CARE APP) may be implemented for maintenance and effective utilization of Man Power. • Small maintenance work may be carried out by contract appointment (Plumbing, Carpentry, etc.) in the University Maintenance Cell. • Time Bounded promotion may be awarded for sustained motivation of EO employees. • Remunerations may be considered for the faculty members who took additional responsibility in the EO office. 	PR FO EO
7.	Labor Rate	<ul style="list-style-type: none"> • Labor work for carpenter, plumbing, electrical, and other technician work rate as per PWD. 	EO Unit Heads
8.	Student Activities	<ul style="list-style-type: none"> • NSS/NCC Volunteers may be utilized for a clean Campus campaign at regularly. 	EO NSS Coordinator
9.	Waste Management	<ul style="list-style-type: none"> • Solid waste management has to be promoted inside the campus. 	EO Unit Heads

		<ul style="list-style-type: none"> Separation and proper disposal of paper, plastic, chemical and bio waste from all units. Fine must be collected from students for food waste, or any other waste is thrown into the garbage. CCTV Camera proofs can be used. 	Executive Wardens
10.	Parking	<ul style="list-style-type: none"> All the stakeholders of Anna university should park their vehicles only in the allotted area except physically challenged. 	EO Unit Heads
11.	Security	<ul style="list-style-type: none"> A digital entry system must be implemented for visitors' entry and exit. ANPRR Camera Monitoring, Walkie Talkie facility, 24 hours Patrolling facilities need to be Implemented. Installation of CCTV Cameras in all areas for safety and security of students. 	EO
12.	Lift Facilities	<ul style="list-style-type: none"> Lift facilities are to be implemented in all the staff quarters to facilitate elder's movement. Stray dogs need to be vaccinated 	EO FO
13.	Policy	<ul style="list-style-type: none"> Policy to be implemented to carry out civil maintenance work in the university buildings. <ul style="list-style-type: none"> Road – 7 year Building - 5 year Whitewashing – 7 year 	EO P&D FO
14.	Future Plans	<ul style="list-style-type: none"> Peripheral roads on all campuses New Quarters, Convention Centre, Hanger I Renovation (MIT Campus) 	EO P&D FO


14/9/22
Director-IQAC


14/9/22
Registrar i/c
14/9/22


14/9/22
Vice-Chancellor
14/9/22





INTERNAL QUALITY ASSURANCE CELL

ANNA UNIVERSITY, CHENNAI-600025.

SWOC Analysis and Last 3 years achievements

Date & Time : 14.09.2022 @ 3.00PM

Venue : Syndicate Hall, Administration Building

ATTENDANCE SHEET

Sl.No	Name of the Faculty member	Designation & Campus/Department/Centre	Sig nature
	Prof. Dr. R. Velraj	Vice - Chancellor	R. Velraj
	Prof. Dr. K. Gunasekaran	Estate officer	
	Prof. Dr. V. Jaganbar Senithi	Estate officer AEE (Electrical)	
	B. GANAPATHI	Junior Engineer (Electrical)	
	DR. E. ARUN BABU	E.O - AEE CIVIL	E. Arun Babu
	Dy. M. S. KARTHIKEYAN	E.O - AEE CIVIL	M. S. Karthikeyan
	Dr. R. Saravanan	AEE (E.O)	R. Saravanan
	D. MEGANATHAN	Asso Prof & Exe warden	MIT D. Meghanathan
	Dr. C. NANDAKUMAR	Asst. Prof (S.I. & Deputy warden	MIT, C. Nandakumar
	R. Gunasekaran	Director - QAAC	R. Gunasekaran 14/9/22
	v. Lenin Kalmasundaram	AEE - civil - EO office	V. Lenin Kalmasundaram
	D. VIJAY KRISHNAN	ASST. PROFESSOR A.C. TECH Deputy warden	D. Vijay Krishnan
	Dr. A. Ananavelbaly	Deputy warden / CEG Hostels	A. Ananavelbaly
	Dr S. RENGANATHAN	Executive warden / A.C. Tech	S. Renganathan
	Dr. R. AKILA	Executive Warden / SAP HOSTEL	R. Akila
	Dr. A. SUMESHA BABU	DD / Page	A. Sumesha Babu