

**MINUTES OF THE 6<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE  
COUNCIL HELD ON 25.9.2018**

The 6<sup>th</sup> Executive Committee/Council meeting of the Internal Quality Assurance Cell (IQAC) was held on 25.9.2018 at 10.15 AM in the Syndicate Hall of Anna University.

The following members were present:

	<b>Chairman</b>	
1.	Dr. M.K. Surappa	Vice Chancellor
	<b>Members:</b>	
2.	Dr. S. Selladurai	Registrar i/c & Director- P & D i/c
3.	Mr. T. Devaraj	Finance Officer
4.	Dr. E. Natarajan	Dean i/c, CEG Campus
5.	Dr. A. Rajadurai	Dean, MIT Campus
6.	Dr. L. Suganthi	Prof. & Head, Dept of Mgt Studies
7.	Dr. K.E. Raghunathan	President-AIMO & M D – Solkar Solar Ind.
8.	Mr. Naren Krishnan	Sr. IBM Certified IT Architect, IBM Global Services
9.	Mr. A.J. Balasubramani	Director, Aigilx Health
10.	Dr. J. Prakash	Prof. & Head, Inst. Engg
11.	Dr. T. Thyagarajan	Director, IQAC
12.	Mr. Ajith Berlin	Quality Club Chairman

The following IQAC Team members were also present:

1	Dr. Sabitha Ramakrishnan	Deputy Director, IQAC
2	Dr. S. Meenakumari	CEG Campus Coordinator, IQAC
3	Dr. K.V. Radha	ACT Campus Coordinator, IQAC
4	Mrs. R. Rajeswari	SAP Campus Coordinator, IQAC

**Welcome address by Chairman:**

Honorable Vice-Chancellor, Prof. Dr. M.K. Surappa, the Chairman, welcomed the Internal Quality Assurance Council Members. He mentioned that it is important to measure the quality parameters periodically for quality assessment so that quality enhancement initiatives can be taken. Quality assurance is vital for effective research and education in a higher education institution. He requested Dr. T. Thyagarajan, Director, IQAC to take the agenda forward.

## **Brief appraisal of the activities of IQAC by Dr. T. Thyagarajan, Director, IQAC**

The Director, IQAC gave an overview of IQAC organization including the Structure of IQAC and its major functions, Composition and Current Members of IQAC Executive Committee / Council Members. He also listed the Agenda for 6<sup>th</sup> EC/Council Meeting.

### **6.1.1 Confirmation of the minutes of the 5<sup>th</sup> council meeting held on 29.04.2016**

The 5<sup>th</sup> council meeting of IQAC was held on 29.04.2016. The minutes of the meeting were circulated to all members for their perusal. As no comments were received from the members, the minutes circulated were approved.

### **6.1.2 Current Members of IQAC Team:**

The Director IQAC, introduced the current members of IQAC for the benefit of all the esteemed members of IQAC Executive Committee/ Council

### **6.1.3 Status of Quality initiatives**

The Director IQAC, highlighted the status of the various Quality initiatives (Dissemination of information, Documentation, Nodal agency for NBA Accreditation, QS ranking, IOE, NIRF-2018, UPE, Training Programs, Academic Audit, Internalization of quality culture and AQAR) undertaken by AU-IQAC.

- **Dissemination of quality information**
  - Printing and distributing the Ready Reckoner to all the stake holders
  - Creation and maintenance of an exclusive IQAC website
  - Sharing news paper clippings pertaining to the quality related information to all stake holders
  
- **Organizing inter and intra institutional seminars, workshops & training programmes**
  - Two-day national level seminar on Quality awareness in Higher Education Institutions (HEIs) for faculty members drawn from HEIs all over India (29 & 20 Sep, 2016)

- One-day workshop on Quality Assurance in Higher Education for IQAC Department coordinators of Anna University (13 Mar, 2018)
- International workshop on Quality Assurance in HEI organized in association with British Council – India (19 Feb, 2018)
- Training on 'Modern Office Management' for non teaching staff members of Anna University (2-11 Nov, 2016)
- Training on 'Capacity Building' for Administration staff members of Anna University (29 Jan – 2 Feb, 2018)
- Training on 'Competency Development' for technical staff members of Anna University (5-9 Feb, 2018)
- **Participation in the Erasmus + EQASA training/seminar/workshop on Quality Assurance held in Genoa, Italy (15-17 Jan 2018)**
- **Expansion of IQAC Core team**
  - Department Coordinators in CEG Campus- 19
  - Department Coordinators in MIT Campus-08
  - Department Coordinators in ACT Campus- 06
  - Department Coordinators in SAP Campus-02
- **Acting as nodal agency for quality related activities**
  - NIRF-2017
  - NIRF-2018
  - QS Ranking 2018
  - QS Ranking 2019
  - Institution of Eminence (IOE)
- **Developing and maintenance of institutional database by preparing and submitting Annual Quality Assurance Reports (AQAR)**
  - AQAR 2014-15
  - AQAR 2015-16
  - AQAR 2016-17
  - AQAR 2017-18 ( In the advanced stage of submission)

- **Facilitation for various quality related activities of the University**

- Conduct of Academic Audit
- Publishing of Research Journal
- NBA accreditation

- **Setting up of New IQAC office**

A new office was established in the first floor of University Administration Block with office equipment including: Computer, Laptop, Printers, Photocopying machine, Furniture etc.,

#### **6.1.4 Ratifying the expenditure incurred during 2016-17 and 2017-18**

The Director IQAC presented the expenditure incurred by IQAC during 2016-17 and 2017-18 for the kind perusal of the EC/Council Members and same was ratified by the EC/ Council Members.

#### **6.2.1 Ratifying the appointment of Professional Assistant-II for IQAC with a daily wages of Rs.541/- per day**

Ms. S. Nivedha was appointed as Professional Assistant - II with a daily wages of Rs.659/- per day (Proc. No. 351-DW/PR33/2018 dated 18.7.2018). She reported to duty on 23.08.2018. The same was ratified by the EC/ Council Members.

#### **6.2.2 Ratifying the honorarium paid for the IQAC Team members**

As per University norms, Deputy Director of IQAC has been paid Rs.5000/- per month as Honorarium and the Campus Coordinators have been paid Rs. 2000/- each (Vice Chancellor's approval dated 1.3.2016). However, no honorarium was paid to Dr. T. Thyagarjan, Director-IQAC as, he is holding the post of Director-CUIC. The same was ratified by the EC/Council Members.

#### **The following points were considered for discussion**

##### **6.3.1 Plan of activities for the year 2018-19**

- 6.3.1.1 Training program on quality aspects
- 6.3.1.2 Renewal of NBA accreditation of all the UG and PG programmes of University Departments by National Board of Accreditation (NBA)

- 6.3.1.3 Conduct of Academic Audit for the academic year 2018-19
- 6.3.1.4 Preparation of AQAR for the year 2017-18
- 6.3.1.5 AICTE Approval for UG and PG Programmes
- 6.3.1.6 NIRF -2019 Ranking

#### **6.3.1.7 Creation of Bench Marks/ Goals**

Creating Bench marks/ Goals for: Academic, R& D, Assessment and Accreditation, Rankings, Recognition and Infrastructure were discussed.

#### **Academic Bench Marks/Goals:**

- Implementation of Choice Based Credit System (CBCS) for all the UG and PG programmes
- Average pass percentage of students > 90
- Average placement of students (on-campus) > 70
- Average drop-out percentage of students < 2
- Declaration of results: within 15 days
- 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 Post Doc > 25
- Academic audit periodicity: Every semester

#### **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 Conferences organized per department > 1
- Publication of Research Journal = 4 issues

## Recognition Benchmarks/ Goals

- NBA Accreditation: For all the eligible UG/ PG programs in a phased manner in the next 5 years
  - NIRF Rankings: Within Top 10 in all categories
  - QS World University Rankings: Top 600
  - QS BRICS Countries Rankings: 75
  - QS Asian Countries: Top 300
  - NAAC Accreditation: A++
  - UPE (UGC) Recognition: 2nd phase
  - IOE (Institution of Eminence): Recognition from UGC/ MHRD
- **6.3.1.8 Up-dation of Self Assessment Format (Performance and Potential Assessment)**

The Current Self Assessment Format can be updated in par with current guidelines of API scores given by UGC/AICTE/ State Govt

- **6.3.1.9 Infrastructure requirement for IQAC**

A suitable spacious location will be identified soon, to establish the full fledged IQAC office with additional team members to coordinate various quality related activities of the university.

### Suggestions:

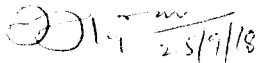
- The benchmarks/goals suggested by the members can be fine tuned internally and after the finalizing them, can be shared to all the concerned stake holders for implementation
- A system can be created to encourage young faculty members to pursue post doctoral research in reputed institutes/universities
- Academic Audit recommendations can be shared with the concerned stakeholders, to enable them to take necessary corrective action.

- The AICTE approvals for various programmes can be done campus wise.
- University in addition to participation in NIRF/ QS ranking, can also participate in important magazine rankings (such as Outlook/ Week) to improve the public perception.

**Appreciation:**

The Executive committee/ Council members appreciated the IQAC team headed by Dr. T. Thyagarajan for the progression made in the past and for the projections made for the future activities.

The meeting ended with formal vote of thanks proposed by the Deputy Director, Dr Sabitha Ramakrishnan.

  
25/9/18  
**DIRECTOR, IQAC**

  
**REGISTRAR**

**VICE CHANCELLOR**