



# GURU NANAK COLLEGE (AUTONOMOUS)

A Unit of Guru Nanak Educational Society (Regd.)

Affiliated to University of Madras

Accredited at 'A++' Grade by NAAC with a CGPA 3.68 / 4.00

Approved by AICTE | An ISO 9001 : 2015 Certified Institution



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## INTERNAL QUALITY ASSURANCE CELL

**Dr. M.G. Ragunathan, Principal**  
Chairman

**Dr. Swati Paliwal**  
Coordinator

### MINUTES OF THE MEETING

**Date:** 02.01.2023 | **Day:** Monday | **Time:** 11.30 a.m. | **Venue:** Board Room, Guru Harkrishan Block

Members Present: 17

Members Absent : 6

Special Invitee(s): 2

#### AGENDA:

**Item No. 1:** Welcome and Introduction of New Members

**Item No. 2:** Allocation of responsibilities of the core work

**Item No. 3:** Formation of Committee for the Audit of Teaching / Learning / Course File

**Item No. 4:** Templates for Annual Internal and External Audit

**Item No. 5:** Internship Policy

**Item No. 6:** Preparation for the visit of the Delegation from Veer Bahadur Singh

Purvanchal University, Jaunpur, U.P. and other HEIs

**Item No. 7:** FDP/PDP on e-Governance and Health Awareness for Faculty Members

**Item No. 8:** UGC – PARAMARSH Scheme

**Item No. 9:** National Conference on NEP 2020

Any other matter with the permission of the Chair

The meeting was convened by the IQAC Coordinator Dr. Swati Paliwal. The Principal (i/c), Dr. T. K. Avvaikothai chaired the meeting and welcomed the newly constituted IQAC members, gave the Office Order to Dr. Swati Paliwal and wished the team all the best. Dr. Swati Paliwal briefed on the agenda for the meeting.



## RESOLUTIONS:

The Members discussed on the various Agenda of the meeting and it is resolved that

### Item No. 1: Welcome and Introduction of New Members

The Coordinator Dr. Swati Paliwal introduced the newly inducted members Dr. M. Mahendrakumar and Ms. Sukhdeep Sondhi to the members.

### Item No. 2: Allocation of responsibilities of the core work

The Core Committee work allocation to the members was discussed and agreed as follows

Name of the Criteria	Name of the Faculty Member
I	Dr. S. Savithri
II	Dr. R. Rajini Surendranath Dr. P. V. Kumaraguru
III	Dr. J. Jayanthi
IV	Dr. T. Senthil Kumar
V	Dr. Mahendrakumar. M
VI	Dr. D. Sowmya
VII	Ms. Sukhdeep Sondhi

Dr. Swati Paliwal and Mr. Christy Jeyakumar will oversee the work by the committee.

### Item No. 3: Formation of Committee for the Audit of Teaching / Learning / Course File

It was suggested to review the Course file regularly for reviewing the updation status and to understand about the issues if any. Hence, the following Committee has been formed for the conduct of audit of the Course Files of previous semester and Teaching Lesson Plan of current semester

Member from IQAC	Member from IMS	School Dean
<b>School of Languages</b>		
Dr. S. Savithri	Mr. P. Christy Jeyakumar	Dr. Swati Paliwal
<b>School of Sciences</b>		
Dr. Mahendrakumar. M	Mr. P. Christy Jeyakumar	Dr. S. E. Noorjahan
<b>School of Humanities</b>		



Dr. O. Nirmala	Mr. P. Christy Jeyakumar	Dr. K. Kulasekar
<b>School of Commerce</b>		
Dr. D. Sowmya	Dr. P. Balaji	Dr. T. K. Avvai Kothai
<b>School of Management</b>		
Ms. Sukhdeep Sondhi	Dr. Ganapathi Balasubramanian	Dr. M. K. Shakila
<b>School of Information Technology</b>		
Dr. R. Rajini Surendranath	Dr. P. Balaji	Dr. S. Nirmala Devi

The Committee will conduct the audit between 18<sup>th</sup> - 20<sup>th</sup> Jan 2023 and submit the Report to the Coordinator, IQAC.

It was also agreed that The Principal, Vice Principal Shift II, IQAC Coordinator and the Head GNC-IMS will meet every month to discuss the Non-Compliance of the various Programmes on the same for follow up action.

#### **Item No. 4: Templates for Annual Internal and External Audit**

It was decided to finalise the templates for Internal and External Audit and share with the Deans and Heads.

#### **Item No. 5: Internship Policy**

The Draft of the Internship Policy of the College was placed and all the members read the draft and it was suggested to forward the same to the School Deans for any suggestions or additions from their school. It was suggested that 1) The Students have to obtain permission from Principal in black and white to go for internship 2) Two Way Communication is mandatory for the Internship i.e., Request Letter from the Head of the Institution and the Acceptance Letter from the Organization.

#### **Item No. 6: Preparation for the visit of the Delegation from Veer Bahadur Singh Purvanchal University, Jaunpur, U.P. and other HEI's**

Dr. Swati Paliwal informed the members that for the knowledge sharing a Delegation from Veer Bahadur Singh Purvanchal University, Jaunpur, U.P. will visit our College between 21<sup>st</sup> January – 24<sup>th</sup> January, 2023. She added that for Knowledge Sharing another institution from Baramati, Maharashtra and Vellore, Tamil Nadu have requested to visit our college during February, 2023.





**Item No. 7: FDP/PDP on E-Governance & Health Awareness**

Mr. Christy Jeyakumar was entrusted with organizing the FDP on e-Governance for the Faculty Members. He informed all the preparations are ready and the dates will be finalized shortly.

Dr. D. Sowmya was entrusted with organizing the FDP / PDP on Health Awareness for the Faculty Members and Staff Members.

**Item No. 8: UGC – PARAMARSH Scheme**

Dr. Swati Paliwal informed that Our College can apply for UGC's Paramarsh and NAAC's Margadarshan to mentor colleges who are finding difficult in NAAC Registration and Accreditation Process. It was suggested we should identify 3 to 4 Colleges who have not yet registered for NAAC Accreditation or those who are in the First Cycle of NAAC Accreditation preferably in and around Chennai and then apply for the above-mentioned schemes.

**Item No. 9: National Conference on New Education Policy 2020**

It was decided to prepare the Proposal for the National Conference on "New Education Policy 2020 in Autonomous Colleges" and submit the same for Financial Assistance from NAAC and other Funding Agencies by 10<sup>th</sup> January 2023. Dr. Mahendrakumar. M and Ms. Sukhdeep Sondhi were entrusted with the conference work including preparing the proposal.


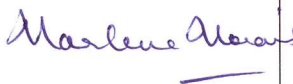


**ANY OTHER MATTER**

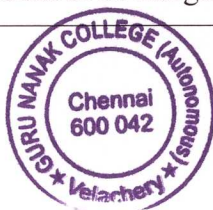
- Dr. Swati Paliwal spoke about recognition for outstanding performance by faculty members towards paper publication and research promotion. She requested the Dean Research Dr. J. Jayanthi to form a committee for scrutinizing the Research Publications/Patents/Project Funding by the Faculty Members for the purpose of recognizing the right talent with Monetary Reward and Certificate of Recognition. Dr. J. Jayanthi agreed and also informed that the Journal Metrics like High Impact Factor, Citation Index will also be part of the scrutiny. The members have agreed for the decision.

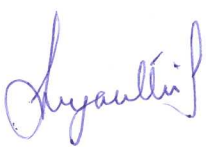

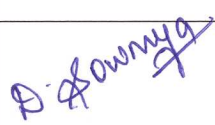
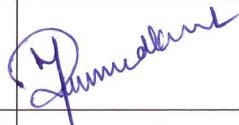


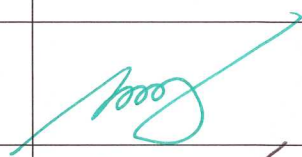



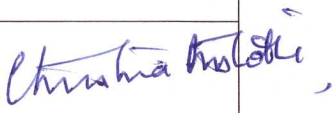


- Dr. Mahendrakumar. M proposed a strategy to improve and promote the Innovation Ecosystem in the campus. The First Year students have to be given special training to inculcate innovation and entrepreneurship. He suggested that the training can be divided into three parts namely Ideathon - Innovation/Design Sensitization in the I Year, Innovathon - Innovative Design Thinking in the II Year and Solveathon - Design Implementation in the Third Year which will lead to any kind entrepreneurial venture. Dr. S. Savithri suggested that the I year programme can be monitored by the respective School Deans as Non Credit Course and for the Second & Third Year Courses, extra credits can be given for those successfully complete the process. All the members agreed for the same.
- Dr. Rajini Surendranath is entrusted with the task of applying for setting up of a Teaching Learning Centre under the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching Scheme of Ministry of Education, Government of India before March 2023.
- Dr. Swati Paliwal informed that all the members of IQAC including Nominee from Stakeholders can also be invited for the meeting. The members agreed that the external members can be invited once per semester for the meeting.

**SIGNATURE:**



Committee members	Name	Signature
Management Members	Mr. Manjit Singh Nayar General Secretary and Correspondent	
	Dr. Marlene Morais Advisor	
Chairman, IQAC	Dr. M. G. Ragunathan Principal	
Coordinator, IQAC	Dr. Swati Paliwal Assistant Professor & Head (Hindi) & Dean - School of Languages	



Faculty Members	Dr. J. Jayanthi Associate Professor & Head, Advanced Zoology & Biotechnology Dean Research	
	Dr. R. Rajini Surendranath Associate Professor & Head, Computer Science	
	Dr. D. Sowmya, Assistant Professor, Corporate Secretaryship	
	Dr. Mahendrakumar. M Assistant Professor, Biotechnology	
	Ms. Sukhdeep Sondhi Assistant Professor, Bank Management	
Senior Administrative Officers	Dr. S. Savithri Vice Principal and Head Academics	
	Dr. N. C. Rajashree Vice Principal - Shift - II	ABSENT
	Dr. P. V. Kumaraguru Controller of Examinations	
	Mr. P. Christy Jeyakumar Head, IMS	
	Mr. B. Selvaraj Office Superintendent - Shift I	
	Mr. N. Karthikeyan Office Superintendent - Shift II	
	Ms. Christina Aristotle Administrative Officer	
Nominee from Stakeholders		
Nominee from Employers	Mr. Vasanth Raghavan, Manager, Allsec Technologies	ABSENT





Nominee from Industrialists	Dr. P. Suresh, Managing Director, Arun Excelllo, Chennai	ABSENT
Nominee from Alumni	Dr. Suresh George, Alumnus & Dean Academics (Retd.), GNC	ABSENT
Nominee from Local Society	Ms. Elizabeth Seshadri Advocate, Madras High Court	ABSENT
Nominee from Parents	Mr. Mageshwaran	ABSENT
Nominee from Students	Mr. J. G. Hari Prasath General Secretary, II B.Sc., PB&PBT	Hari Prasath
	Ms. T. G. Madhumitha General Secretary, II B.Com. CS	
Special Invitee	Dr. O. Nirmala Assistant Professor, Defence & Strategic Studies	
	Dr. T. Senthil Kumar Librarian and Overseer	