





# Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC)  
No. 161, Guru Nanak Salai, Velachery, Chennai - 600042, Tamil Nadu  
Website: [www.gurunanakcollege.edu.in](http://www.gurunanakcollege.edu.in)

## 6.5.3 Quality assurance initiatives of the institution

Supporting Documents

Minutes of the Meeting

|  |  |
|--|--|
|                 | <b>GURU NANAK COLLEGE (AUTONOMOUS)</b><br>Affiliated to the University of Madras<br>Accredited by NAAC at "A" Grade.<br>ISO Certified (9001 - 2015)<br>Guru Nanak Salai, Velachery, Chennai - 600 042. |
| <b>CERTIFIED DOCUMENTS</b>   |  |
| METRIC NO. : ..... <b>6.5.3.</b> .....   |  |
| PAGE NO. ..... <b>01</b> ..... TO ..... <b>36</b> .....  |  |
| <br>PRINCIPAL |  |



# **GURU NANAK COLLEGE (AUTONOMOUS)**

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A Unit of Guru Nanak Educational Society®



Office : 2245 1746 / 2244 4621

Fax : (044) 2244 7373

Email : iqac@gurunanakcollege.edu.in

Web : www.gurunanakcollege.edu.in

## **INTERNAL QUALITY ASSURANCE CELL**

**Dr. M.G. Ragunathan**  
Chairman

**Dr. Swati Paliwal**  
Coordinator

### **ACTION TAKEN REPORT**

(Based on the decision taken at the IQAC Virtual Meeting held on 27<sup>th</sup> November  
2020 at 11.00 am through Google Meet)

➤ **Preparation of shortened Academic calendar for the year 2019-2020**

- ❖ Shortened Academic calendar for the year 2019-2020 was prepared by Dr. P. Rajan under the supervision of Dean Academics and uploaded in the college website with the consent of the Principal

➤ **Planning & preparing AQAR templates and Inclusion of Student Curricular and Co-curricular activities conducted in Online mode in AQAR**

- ❖ The AQAR Templates were sent to various offices- IMS, OCOE, Dean-Academics, AO, CAO, Shift I & II offices, Library, Physical Director, Vice Principal Student's Affairs and Heads of all the Departments by Dr. D. Shoba.





- ❖ The Student Curricular and Co-curricular activities conducted in Online mode have been included in the AQAR and
- ❖ The filled in AQAR templates along with the details of academic and non-academic related activities of the department were received by IQAC in time and the AQAR has been successfully uploaded on 02.02.2021

➤ **Planning for the establishment of Guru Nanak Media Center**

- ❖ The Guru Nanak Media Center was established on 25.01.2021 to provide assistance to all the department for the creation of e-content, preparation of GNES Campus Samachar News Letter, Live Streaming of Online Events, and Videography. All the official Social Media handles of the college are maintained by the Media Centre.

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GURU NANAK COLLEGE(AUTONOMOUS)  
GURU NANAK SALAI,  
VELACHERY, CHENNAI - 600 042



**Dr. Swati Paliwal**  
Coordinator, IQAC  
Guru Nanak College (Autonomous)  
Guru Nanak Salai, Velachery,  
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## INTERNAL QUALITY ASSURANCE CELL

**Dr. M.G. Ragunathan**  
Chairman

**Dr. Swati Paliwal**  
Coordinator

### MINUTES OF THE MEETING

Date: 27.11.2020 | Day: Friday | Time: 11.00 am |

Mode: Online Google Meet: <https://meet.google.com/qii-pjue-ubq>

#### AGENDA:

- Issue of official letter of appointment to IQAC Coordinator
- Preparation of shortened Academic calendar for the year 2019-2020
- Planning & preparing AQAR templates
- Planning for the establishment of Guru Nanak Media Center
- Inclusion of Student Curricular and Co-curricular activities conducted in Online mode in AQAR
- Any other matter

#### MEMBERS PRESENT:

|                     |  |
|---------------------|--|
| Dr. Swati Paliwal   | IQAC Coordinator                             |
| Dr. N. C. Rajashree | Vice Principal II                            |
| Dr. J. Jayanthi     | Dean Research                                |
| Ms. T. Saroja       | Associate Professor, Department of Chemistry |



|                            |  |
|----------------------------|--|
| Dr. S. Rajini Surendranath | Head, Department Computer Science                          |
| Dr. D. Shoba               | Assistant Professor, Department of Business Administration |
| Dr. P. Rajan               | Assistant Professor, Department of Marketing Management    |


- The official letter of appointment as IQAC Coordinator was issued to Dr. Swati Paliwal by the General Secretary and Correspondent, and insisted that all the members to work with dedication and extend fullest cooperation to get the highest grade in NAAC. Dr. Swati Paliwal insisted all the staff should work as a team for the betterment of the college. She also informed that the AQAR is to be prepared and uploaded tentatively by December 15<sup>th</sup> 2020. The Department Coordinators were asked to furnish the requirements as per the templates by 05.12.2020 to the IQAC office through email
- Dr. D. Shoba highlighted the various aspects of all the Seven Criterion one after the other and cleared the doubts raised by the staff members

#### **DECISION TAKEN**


- Dr. Rajan is entrusted to prepare the academic calendar in its condensed form
- Dr. Shoba is instructed share the templates for the preparation of AQAR and submit the filled in templates to the IQAC on or before 05.12.2020
- It was also decided to include the curricular/co-curricular activities conducted through online mode during the pandemic period in the AQAR
- Department coordinators were requested send the details of academic and non-academic related activities apart from the AQAR templates



- Guru Nanak Media Centre to be established for the creation of e-content and media services.
- Departments were instructed to send their queries to IQAC through mail
- Future plan for the next academic year to be provided by all departments

  
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Dr. Swati Paliwal  
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## **INTERNAL QUALITY ASSURANCE CELL**

**Dr. M.G. Ragunathan**  
Chairman

**Dr. Swati Paliwal**  
Coordinator

### **ACTION TAKEN REPORT**

(Based on the decision taken at the IQAC Meeting held on 25<sup>th</sup> February 2021 at 12.30 pm at the Board Room, Guru Harkrishan Block)

➤ **Planning to organize a workshop to highlight the essential requirements in SSR**

- ❖ Seminar on NAAC Accreditation and Assessment: Changing scenario was organized on 11<sup>th</sup> March 2021 at Guru Ramdas A/C Seminar Hall, Dr. Nirmala Joseph as the Resource Person.

➤ **Roles and responsibilities of Steering Committee members**

- ❖ The SSR Steering committee with members of the faculty under the headships of seven core committee members was framed to work for Criterion wise SSR Preparation. Criterion wise Roles and responsibilities of members were allotted along with the templates to the core committee members



➤ **SSR Preparation Process**

- ❖ The IMS Team shared details relating to Student Enrolment, Faculty Profile, Department Activities, Extension and Co-Curricular activities with IQAC for the SSR Preparation

➤ **Internal Audit**

- ❖ The Internal Audit was conducted department wise from 22<sup>nd</sup> March to 01<sup>st</sup> April 2021 by Team IQAC and the respective School Deans

➤ **IRINS (web-based Research Information Management (RIM) service provided by the Information and Library Network (INFLIBNET) Centre) Registration**

- ❖ The Dean Research conducted meeting department wise meeting and discussed and clarified the queries relating to Scopus index, Incubation center, and ED cell in a simplified manner. She also organized one week Workshop creation of common research portal along with IRINS registration for the faculty 9<sup>th</sup> to 13<sup>th</sup> of March 2021. Seed Money Grant was provided for project proposals submitted by both faculty members and students
- ❖ A Faculty Development Programme on Research Proposal writing was organized

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## INTERNAL QUALITY ASSURANCE CELL

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Chairman

**Dr. Swati Paliwal**  
Coordinator

### MINUTES OF THE MEETING

Date: 25.02.2021 | Day: Friday | Time: 12.30 p.m. | Venue: Board Room

#### AGENDA:

- Planning to organize a workshop to highlight the essential requirements in SSR
- Roles and responsibilities of Steering Committee members
- SSR Preparation Process
- Discussion on Field trip and Internship
- Internal Audit
- IRINS (web-based Research Information Management (RIM) service provided by the Information and Library Network (INFLIBNET) Centre) Registration

#### MEMBERS PRESENT:

|                      |                            |
|----------------------|----------------------------|
| Dr. M. G. Ragunathan | Principal                  |
| Dr. Swati Paliwal    | IQAC Coordinator           |
| Dr. N. C Rajashree   | Vice Principal II          |
| Dr. P. V. Kumaraguru | Controller of Examinations |



|                            |  |
|----------------------------|--|
| Dr. J. Jayanthi            | Dean Research  |
| Dr. R. Anand               | Dean Guru Nanak Centre for Skill Development                     |
| Dr. T. K. Avvai Kothai     | Associate Prof. and Head, Dept. of Commerce Shift I              |
| Dr. V. P. Nedunchezian     | Associate Prof. and Head, Dept. of Defence and Strategic studies |
| Ms. T. Saroja              | Associate Prof., Dept. of Chemistry                              |
| Dr. K. Umadevi             | Assistant Prof., Department of Commerce Shift I                  |
| Dr. S. Rajini Surendranath | Assistant Prof. and Head, Department Computer science            |
| Ms. Anitha Mali Shetty     | Joint Controller of Examinations                                 |
| Dr. D. Sowmya              | Assistant Prof. and Head, Department Commerce                    |
| Dr. D. Shoba               | Assistant Prof., Department of Business Administration           |
| Mr. T. Christy Jayakumar   | Head IMS   |

The meeting was chaired by the Principal, Dr. M.G. Ragunathan. The members present were General Secretary and Correspondent - Mr. Manjit Singh Nayar, Advisor to the Management - Dr. Marlene Morais, Vice Principal Shift-II - Dr. N. Rajashree, Controller of Examinations - Dr. P.V. Kumaraguru, Chief Administrative Officer - Mr. Balasubramanian and the Core Committee Members of IQAC. Dr. Marlene Morais, Advisor welcomed the newly added members to the team and asked the team to plan the work with utmost sincerity and any fruitful contribution given by the steering committee and other than the committee should be encompassed. Dr. Swati requested all the members to guide and extend their co-operation to carry out the SSR Preparation process successfully.



## DECISION TAKEN

- To organize a Seminar for the faculty members to highlight the details regarding SSR.
- The IMS team is requested to provide the required data to the seven criterion leaders.
- The Dean Research to discuss on the queries rose regarding Scopus index, Incubation center, and ED cell and insisted on conducting a workshop on creation of a common research portal for all the faculty members with IRINS (web-based Research Information Management (RIM) service provided by the Information and Library Network (INFLIBNET) Centre) Registration.
- To provide Internal funding for project proposals for both faculty members and students
- To organize a Faculty Development Programme on Research Proposal writing
- To celebrate Research day for the award of Best research paper and to announce the second segment of seed money.
- To frame the SSR Steering committee with members of the faculty under the headships of seven core committee members to work for Criterion wise SSR Preparation.
- The IQAC Coordinator instructed all the major departments to arrange for field trip/ Project work and Internship either online or offline due to pandemic situation.
- Internal Audit to be conducted department wise by IQAC Team

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## INTERNAL QUALITY ASSURANCE CELL

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Coordinator

### ACTION TAKEN REPORT

(Based on the decision taken at the IQAC Meeting held on 08<sup>th</sup> April 2021 at 12.00 pm  
at the Board Room, Guru Harkrishan Block)

#### ➤ Workshop on Course Attainment

- ❖ Workshop on POs, PSOs and COs calculation and attainment was organized by IQAC on 24.04.2021 through online mode by Dr. Himachalapathy from St. Joseph College Of Commerce, Bengaluru through Google Meet :  
<https://meet.google.com/yht-ujov-pth>
- ❖ Workshop on PO and CO attainment was organized by IQAC on 07.05.2021 through online mode by Dr Bharathidasan, Head & Asst. Prof., Dept. of Computer Science, Loyola College via Google Meet:  
<https://meet.google.com/mnh-eyaa-wpp>. The workshop also highlighted the evaluation and mapping PO and CO with examples.



➤ **Meeting with GNMC for Video Shoot & Videography of the college campus**

- ❖ The Media Centre have taken geo tagged photographs and video coverage of the various departments and the campus as per the requirements of the IQAC. They have also completed the creation of e-Content for GNC-LMS. The photographs and video coverage was handed over to IQAC, further shared to the Criterion Leaders.

➤ **Criterion wise Review meeting Schedule**

- ❖ The review meeting was conducted on the following dates in the presence of General Secretary and Correspondent, Principal, Vice Principal, IQAC Coordinator and Core Committee Members :

1. 16<sup>th</sup> April with Criterion I & II
2. 23<sup>rd</sup> April with Criterion III & IV
3. 3<sup>rd</sup> May with Criterion V
4. 13<sup>th</sup> May with Criterion VI & VII

➤ **Mentor –Mentee allotment digitalisation**

- ❖ The Team IMS and the Department of Computer Science completed the allotment of Mentee for respective faculty members. The Mentors were instructed to fill the required columns in their iBoss Login with to their Mentee details.

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Chairman

**Dr. Swati Paliwal**  
Coordinator

### MINUTES OF THE MEETING

Date: 08.04.2021 | Day: Monday | Time: 12.00 p.m. | Venue: Board Room

#### AGENDA:

1. Workshop on course attainment
2. Meeting with GNMC for Video Shoot & Videography of the college campus
3. Criterion wise Review meeting Schedule
4. Mentor –Mentee allotment digitalisation
5. Future course of action

#### MEMBERS PRESENT:

|                      |                            |
|----------------------|----------------------------|
| Dr. M. G. Ragunathan | Principal                  |
| Dr. Swati Paliwal    | IQAC Coordinator           |
| Dr. N. C Rajashree   | Vice Principal II          |
| Dr. P. V. Kumaraguru | Controller of Examinations |
| Dr. J. Jayanthi      | Dean Research              |





|                            |  |
|----------------------------|--|
| Dr. T. K. Avvai Kothai     | Associate Prof. and Head, Dept. of Commerce Shift I              |
| Dr. V. P. Nedunchezian     | Associate Prof. and Head, Dept. of Defence and Strategic studies |
| Ms. T. Saroja              | Associate Prof., Dept. of Chemistry                              |
| Dr. K. Umadevi             | Assistant Prof., Department of Commerce Shift I                  |
| Dr. S. Rajini Surendranath | Assistant Prof. and Head, Department Computer science            |
| Ms. Anitha Mali Shetty     | Joint Controller of Examinations                                 |
| Dr. D. Sowmya              | Assistant Prof. and Head, Department Commerce                    |
| Dr. D. Shoba               | Assistant Prof., Department of Business Administration           |
| Mr. T. Christy Jayakumar   | Head IMS   |

The meeting was chaired by Dr. Swati Paliwal, Co-ordinator of IQAC, Core committee Members, the department Coordinators, Steering committee members and the IMS team was present. The IQAC Coordinator appreciated the departments for timely Submission of SSR details and insisted the departments who have not submitted the details and partial submission by some departments to submit at the earliest. IQAC will be submitting the consolidated report acquired from the departments to the criterion heads for further progression.

#### **DECISION TAKEN:**

- Discussed on the need for conduct of Workshop on POs and COs calculations, evaluation and mapping.
- IQAC to draft the necessary requirements for geo tagged photographs, video coverage and creation of GNC-LMS by the Media Centre.



➤ The Criterion wise meeting was scheduled for reviewing their progression on the following dates:

- 16<sup>th</sup> April with Criterion I & II
- 23<sup>rd</sup> April with Criterion III & IV
- 3<sup>rd</sup> May with Criterion V
- 13<sup>th</sup> May with Criterion VI & VII

➤ The digitalisation of Mentor –Mentee allotment to be finalised by the Team IMS and the Department of Computer Science.

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**Chairman**

**Dr. Swati Paliwal**  
**Coordinator**

### **ACTION TAKEN REPORT**

**(Based on the decision taken at the IQAC Meeting held on 19<sup>th</sup> August 2021 at  
12.00 pm at the Board Room, Guru Harkrishan Block)**

#### **➤ Orientation Programme for the Newly Recruited Faculty Members**

- ❖ A Four Day Orientation Programme for the Newly Recruited Faculty Members was organized by IQAC to familiarize them with administrative setup of the College. The deans of various schools, research, skill development highlighted on the importance and achievements of their schools. The Physical Director and Librarian took them for a campus tour

#### **➤ Formation of Guru Nanak Centre for Incubation, Innovation, Entrepreneurship, Start-up (GNCIIES)**

- ❖ An exclusive centre named Guru Nanak Centre for Incubation, Innovation, Entrepreneurship, Start-up (GNCIIES) was established on 13<sup>th</sup> October 2021.





➤ **Workshop of Quality Enhancement**

- ❖ An in-house Workshop on Quality Enhancement was organised by IQAC for the faculty members, where all deans of various schools, research, skill development, GNCCIIES presented the achievements in their respective fields. To commemorate the Golden Jubilee Year Celebrations, a special Badge was released by the Advisor and the first badge was received by the General Secretary and Correspondent

➤ **Professional Development Programme for wellbeing of Faculty members**

- ❖ The PG Department of Social Work in association with IQAC organised a Professional Development Programme for wellbeing for the faculty members to manage the emotions and to control the stress level for work-life balance

➤ **To establish Police Well Being Centre at Guru Nanak College Campus**


- ❖ A Police Well Being Centre was established in association with Greater Chennai Police at Guru Nanak College Campus to counsel the police personnel.

➤ **Seminar on GNC's Vision for achieving Excellence in Quality**

- ❖ A Seminar on GNC's Vision for achieving Academic Excellence: NAAC Criteria wise analysis was organised by IQAC to showcase the achievements and challenges in SSR preparation.

  
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## INTERNAL QUALITY ASSURANCE CELL

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Chairman

**Dr. Swati Paliwal**  
Coordinator

### MINUTES OF THE MEETING

**Date: 19.08.2021 | Day: Monday | Time: 12.00 p.m. | Venue: Board Room**

#### AGENDA:

1. Orientation Programme for the Newly Recruited Faculty Members
2. Formation of Guru Nanak Centre for Incubation, Innovation, Entrepreneurship, Start-up (GNCIIES)
3. Workshop of Quality Enhancement
4. Professional Development Programme for wellbeing of Faculty members
5. To establish Police Well Being Centre at Guru Nanak College Campus
6. Seminar on GNC's Vision for achieving Excellence in Quality

#### MEMBERS PRESENT:

|                        |                                     |
|------------------------|-------------------------------------|
| Mr. Manjit Singh Nayar | General Secretary and Correspondent |
| Dr. Marlene Morais     | Advisor to the Management           |
| Dr. M. G. Ragunathan   | Principal                           |
| Dr. Swati Paliwal      | IQAC Coordinator                    |



|                            |  |
|----------------------------|--|
| Dr. N. C Rajashree         | Vice Principal II  |
| Dr. P. V. Kumaraguru       | Controller of Examinations                                       |
| Dr. J. Jayanthi            | Dean Research  |
| Dr. T. K. Avvai Kothai     | Associate Prof. and Head, Dept. of Commerce Shift I              |
| Dr. V. P. Nedunchezian     | Associate Prof. and Head, Dept. of Defence and Strategic studies |
| Ms. T. Saroja              | Associate Prof., Dept. of Chemistry                              |
| Dr. K. Umadevi             | Assistant Prof., Department of Commerce Shift I                  |
| Dr. S. Rajini Surendranath | Assistant Prof. and Head, Department Computer science            |
| Ms. Anitha Mali Shetty     | Joint Controller of Examinations                                 |
| Dr. D. Sowmya              | Assistant Prof. and Head, Department Commerce                    |
| Dr. D. Shoba               | Assistant Prof., Department of Business Administration           |
| Mr. T. Christy Jayakumar   | Head IMS   |

The meeting was convened by Dr. Swati Paliwal, Coordinator of IQAC who welcomed the General Secretary and Correspondent, Advisor, Principal, Vice Principal and Core committee Members and the IMS team was present.

## DECISION TAKEN

- To organize an Orientation Programme for the Newly Recruited Faculty Members to familiarize them with administrative setup of the College and orientation of deans of various schools
- Decision taken to establish an exclusive centre for fostering Incubation, Innovation, Entrepreneurship and Start-up





- To organise a in house workshop of Quality Enhancement for the faculty members
- The Department of MSW to conduct a Professional Development Programme for wellbeing of Faculty members
- Planned to associate with Greater Chennai Police to establish a Police Well Being Centre at Guru Nanak College Campus.
- To organise a Seminar on GNC's Vision for achieving Academic Excellence for the faculty members

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Coordinator, IQAC  
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### IQAC Meeting – Minutes

Date: 20.08.2018

Time: 12.30 p.m

Venue: IQAC Office

The meeting started with the IQAC coordinator welcoming the members.

1. Staff members are asked to keep all files ready for the NAAC peer team visit.
2. It was proposed to have the NAAC peer team visit during last week of August
3. HoDs are asked to prepare their power point presentation.
4. Strict discipline to be maintained inside the campus.
5. Work team were allotted for various activities on the day

The following members attended the meeting

Dr.K.Namashivayam

Dr.S.Manikandan

Ms.T.Saroja

Dr.J.Jayanthi

Dr.P.V.Kumaraguru

Dr.P.Rajan

Ms. Rajini Surendranath



Principal

### **IQAC MEETING – MINUTES**

Date: 12.09.2018

Venue: IQAC Office

Time: 12.30 p.m

The meeting started with the IQAC coordinator welcoming the members.

Members present in the Meeting

1. Dr.K.Namashivayam
2. Dr.S.Manikandan
3. Ms.T.Saroja
4. Dr.J.Jayanthi
5. Dr.P.V.Kumaraguru
6. Dr.P.Rajan
7. Ms. Rajini Surendranath

The following Points were discussed:

- Dr. Namashivayam Ex-officio member highlighted the various activities carried out by the IQAC in the academic year 2017-18.
- Programme outcome, Programme Specific outcome and Course Outcome to be framed for revised syllabus.
- Curricular activities related to social values are to be improvised.
- To initiate Intellectual Property rights related seminars from Dean Research.
- Standard files, Document evidence and Templates are to be updated periodically.
- ICT enabled certificate course are to be encouraged.

  
Principal



## IQAC Meeting – Minutes

Date: 19.11.2018

Time: 12.30 p.m

Venue: IQAC Office

Members attended:

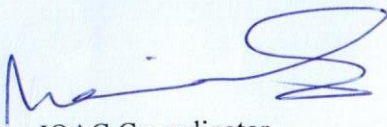
1. Dr.S.Manikandan
2. Ms.T.Saroja
3. Dr.J.Jayanthi
4. Dr.P.V.Kumaraguru
5. Dr.P.Rajan
6. Ms. Rajini Surendranath

**Agenda:** Internal Audit and any other matter

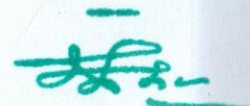
The meeting started with the IQAC coordinator welcoming the members.

**The following Points were discussed:**



1. 25 registers are to be verified.
2. Scholarships from various bodies are to be accounted.
3. Teams are formed for the audit visit.
4. Standard formats are to be given to all the departments.
5. Proposed audit date is first week of December
6. Dean research is to write the proposal for Intellectual Property.



IQAC Co-ordinator



Principal

| IQAC Meeting – Minutes   |   |
|--|---|
| <b>Date: 07.01.2019</b>  | <b>Venue: Board Room</b>  |
| <b>Time: 2.30 p.m</b>  |   |
| <p>The following members attended the meeting</p> <p>Dr.S.Manikandan</p> <p>Ms.T.Saroja</p> <p>Dr.J.Jayanthi</p> <p>Dr.P.V.Kumaraguru</p> <p>Dr.P.Rajan</p> <p>Ms. Rajini Surendranath</p>   |   |
| <p><b>The Principal addressed the gathering followed by the Dean of Academic</b></p> <p>For the smooth conduct of internal audit, the following instructions are given to internal audit members.</p> <ol style="list-style-type: none"> <li>1. To collect data from inception of Department date</li> <li>2. Data to be collected with evidence and Photocopies</li> <li>3. For official communication purpose, all faculties are advised to use official mail id.</li> </ol> |   |
| <br><b>IQAC – Coordinator</b>   | <br><b>Principal</b> |





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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

**Date:** 28.11.2019

**Day:** Monday

**Time:** 11.30 am

**Venue :** Board Room, Guru Harkrishan Block

**Agenda :** To discuss and decide the roles and responsibilities of the Department IQAC coordinators.

**Members Present:**

|                            |  |
|----------------------------|--|
| Dr.S.Manaikandan.          | IQAC coordinator   |
| Dr.J.Jayanthi,             | Dean Research & Head, Department of AZABT                  |
| Ms.T.Saroja                | Associate Professor, Department of Chemistry               |
| Mrs.R.Rajini Surendranath, | Associate Professor& Head, Department of Computer science  |
| Dr. D.Shoba                | Assistant Professor, Department of Business Administration |




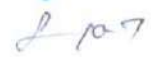


**IQAC coordinators of various departments**

- The welcome address has been given by IQAC coordinator Dr.S.Manaikandan.
- The data pertaining to the department is collected from its inception till date and also with supporting evidence from individual faculty.
- The department coordinator will act as link between the IQAC office and the concerned department.



- The department coordinators solely responsible for all the data pertaining to their department and they should validate the data also.
- Utmost care in maintaining and preserving the data should be followed.

**Participants present:**

| Post             | Name   | Signature  |
|------------------|--|--|
| Chairman         | Dr. M G Ragnathan, Principal   |   |
| IQAC coordinator | Dr.S.Manaikandan.  |   |
| Members          | Dr.J. Jayanthi, Dean Research & Head, Department of AZABT                            |   |
|                  | Ms.T.Saroja, Associate Professor, Department of Chemistry                            |   |
|                  | Mrs.R.Rajini Surendranath, Associate Professor& Head, Department of Computer science |   |
|                  | Dr. D.Shoba, Assistant Professor, Department of Business Administration (MBA)        |  |



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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

**Date:** 19.12.2019

**Day:** Thursday

**Time:** 3.30 pm.

**Venue:** Board Room, Guru Harkrishan Block

**AGENDA:** Action plan for internal audit 2019-2020.

A meeting was conducted by IQAC with core committee members on 19<sup>th</sup> December, 2019.







**Members Present:**

|                            |  |
|----------------------------|--|
| Dr. M.G.Ragunathan         | Principal & Chairman IQAC                                  |
| Dr. S.Manikandan           | IQAC coordinator   |
| Dr.J.Jayanthi,             | Dean Research & Head, Department of AZABT                  |
| Ms.T.Saroja                | Associate Professor, Department of Chemistry               |
| Mrs.R.Rajini Surendranath, | Associate Professor& Head, Department of Computer science  |
| Dr. D.Shoba                | Assistant Professor, Department of Business Administration |

- The welcome address has been given by the Principal.
- The Principal emphasized that the IQAC has to play a vital role in maintaining the quality of all the activities in the college.

- He instructed the members to visit all the departments and verify their files and suggest them to work accordingly.
- The tentative index of files and check list has been handed over to the internal audit members.
- It has been decided that internal audit team members will visit the department, look into the files and verify the documents. If some lacuna is there, it has to be rectified by the concerned department within the specified period of time.
- Once the internal audit is over, a report will be submitted to Dean's office by the IQAC.
- After this process is over, the Dean's office will conduct the external audit.

**Participants present:**

| Post        | Name  | Signature   |
|-------------|---|---|
| Chairman    | Dr. M.G.Ragunathan, Principal   |    |
| Coordinator | Dr. S. Manikandan   |    |
| Members     | Dr.J. Jayanthi, Dean Research & Head, Department of AZABT                             |   |
|             | Mrs.T.Saroja, Associate Professor, Department of Chemistry                            |  |
|             | Mrs.R.Rajini Surendranath, Associate Professor & Head, Department of Computer Science |  |
|             | Dr. D.Shoba, Assistant Professor, Department of Business Administration (MBA)         |  |





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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

**Date:** 04.01.2020

**Day:** Saturday

**Time:** 11 am.

**Venue:** Board Room, Guru Harkrishan Block

**AGENDA:** The preparation of AQAR for the year 2018-2019.

A meeting was conducted by IQAC with core committee members on 4<sup>th</sup> January 2020 at 11.am.







**Members Present:**

|                            |  |
|----------------------------|--|
| Dr. S.Manikandan           | IQAC coordinator   |
| Dr. J.Jayanthi,            | Dean Research & Head, Department of AZABT                  |
| Ms.T.Saroja                | Associate Professor, Department of Chemistry               |
| Mrs.R.Rajini Surendranath, | Associate Professor& Head, Department of Computer science  |
| Dr. D.Shoba                | Assistant Professor, Department of Business Administration |

- The welcome address has been given by Dr. S.Manikandan.
- Dr. S.Manikandan oriented the IQAC members regarding online submission of AQAR in HEI Portal .

- Dr. Shoba highlighted the important aspects of the various criteria and the templates for the preparation of AQAR have been sent to all the concerned department.
- Information for certain templates has to be collected from IMS.
- Dr.Shoba briefed about various files to be uploaded and creating the web link in Institutional website.

**Participants present:**

| Post               | Name   | Signature   |
|--------------------|--|---|
| <b>Chairman</b>    | Dr. M.G.Ragunathan, Principal  |    |
| <b>Coordinator</b> | Dr. Dr.S.Manikandan<br>Associate Professor,<br>Dept. of Commerce                           |    |
| <b>Members</b>     | Dr.J. Jayanthi, Dean Research &<br>Head, Department of AZABT                               |    |
|                    | Mrs.T.Saroja, Associate Professor,<br>Department of Chemistry                              |    |
|                    | Mrs.R.Rajini Surendranath,<br>Associate Professor& Head,<br>Department of Computer science |   |
|                    | Dr. D.Shoba, Assistant Professor,<br>Department of Business<br>Administration (MBA)        |  |



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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

**Date:** 09.01.2020

**Day:** Thursday

**Time:** 11 am.

**Venue:** Board Room, Guru Harkrishan Block

**AGENDA:** Orientation on all Criteria with coordinators for the year 2018-2019.

A meeting was conducted by IQAC with core committee members and criteria coordinators on 9th January 2020.

**Members Present:**







|                            |  |
|----------------------------|--|
| Dr. S.Manikandan           | IQAC coordinator   |
| Dr.J.Jayanthi,             | Dean Research & Head, Department of AZABT                  |
| Ms.T.Saroja                | Associate Professor, Department of Chemistry               |
| Mrs.R.Rajini Surendranath, | Associate Professor& Head, Department of Computer science  |
| Dr. D.Shoba                | Assistant Professor, Department of Business Administration |
| IQAC criteria coordinators |  |

- Dr.S.Manikandan invited the criteria coordinators.



- A discussion was made between IQAC team and criteria coordinators.
- Internal auditors gave the inputs, suggestions and report on the performance of the department they have audited.
- The doubts regarding the collection of data from various Student support service team were clarified.
- Dr.Nedunchezhiyan, Associate professor, dept. of defence and strategic studies, discussed the need of professional development programmes for teaching and non-teaching staff.
- Dr.S.Manikandan concluded meeting by clarifying the queries and briefed the requirement of UGC from HEI.

**Participants present:**

| Post               | Name  | Signature   |
|--------------------|---|---|
| <b>Chairman</b>    | Dr. M.G.Ragunathan<br>Principal   |    |
| <b>Coordinator</b> | Dr. S.Manikandan<br>Associate Professor,<br>Department of Commerce                          |   |
| <b>Members</b>     | Dr .J. Jayanthi, Dean Research &<br>Head, Department of AZABT                               |  |
|                    | Mrs. T.Saroja, Associate Professor,<br>Department of Chemistry                              |  |
|                    | Mrs. R.Rajini Surendranath,<br>Associate Professor& Head,<br>Department of Computer science |  |
|                    | Dr. D.Shoba, Assistant Professor,<br>Department of Business<br>Administration (MBA)         |  |



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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

**Date:** 20.1.2020

**Day:** Monday

**Time:** 11 am.

**Venue:** Board Room, Guru Harkrishan Block

**AGENDA:** Feedback collection from stakeholders for the year of 2019 – 20 reg.

A meeting was conducted by IQAC with its core committee members and department coordinators on 20<sup>th</sup> January 2020 at 03.30 pm.

**Members Present:**




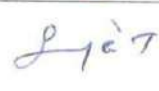


|                            |  |
|----------------------------|--|
| Dr. M.G. Ragunathan        | Principal, Chairman  |
| Dr. S.Manikandan           | IQAC coordinator   |
| Dr. J. Jayanthi,           | Dean Research & Head, Department of AZABT                  |
| Ms.T.Saroja                | Associate Professor, Department of Chemistry               |
| Mrs.R.Rajini Surendranath, | Associate Professor& Head, Department of Computer science  |
| Dr. D.Shoba                | Assistant Professor, Department of Business Administration |

**IQAC department coordinators**

- The welcome address has been given by Dr.M.G Ragunathan, Principal and he gave a short orientation on the process of submitting the AQAR online.

- Feedback format will be shared in student's login and they have to submit online.
- Paperless academic audit will be implemented.
- Faculties are instructed to upload time table, lesson plan current year activities and reports to IMS.

**Participants present:**

| Post               | Name  | Signature   |
|--------------------|---|---|
| <b>Chairman</b>    | Dr. M G Ragunathan,<br>Principal  |    |
| <b>Coordinator</b> | Dr. S. Manikandan<br>Associate Professor<br>Department of Commerce                            |    |
| <b>Members</b>     | Dr. J. Jayanthi<br>Dean Research & Head<br>Department of AZABT                                |    |
|                    | Mrs. T. Saroja<br>Associate Professor<br>Department of Chemistry                              |    |
|                    | Mrs. R. Rajini Surendranath,<br>Associate Professor & Head,<br>Department of Computer science |   |
|                    | Dr. D. Shoba<br>Assistant Professor, Department of<br>Business Administration (MBA)           |  |





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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

**Date:** 27.02.2020

**Day:** Thursday

**Time:** 11.30 am

**Venue:** Board Room, Guru Harkrishan Block

**AGENDA:** Orientation for Department coordinator for the year 2018-2019.

A meeting was conducted by IQAC with its core committee members and department coordinators on 27<sup>th</sup> February, 2020 at 11.30 am.







**Members Present:**

|                            |  |
|----------------------------|--|
| Dr. M.G.Ragunathan         | Principal, Chairman  |
| Dr. S.Manikandan           | IQAC coordinator   |
| Dr. J.Jayanthi,            | Dean Research & Head, Department of AZABT                  |
| Ms.T.Saroja                | Associate Professor, Department of Chemistry               |
| Mrs.R.Rajini Surendranath, | Associate Professor& Head, Department of Computer science  |
| Dr. D.Shoba                | Assistant Professor, Department of Business Administration |

- The welcome address has been given by Dr.M.G.Ragunathan, Principal.
- He registered his appreciation for the team IQAC for successful uploading of AQAR 2018-19.

- He instructed the department coordinator to hand over learning materials which is prepared and followed for their students.
- He instructed the department coordinators to work along with IQAC office for the preparation of Self-study report 2020 within May 2020.
- IQAC coordinator Dr.S.Manikandan thanked the team for their prolong cooperation by providing complete data of 2018-19.
- Dr.S.Manikandan specified the department coordinator to submit the filled templates with supporting documents on or before 7<sup>th</sup> March 2020.
- He also insisted that the department coordinators ensure that their faculty members will upload their complete profile in IMS.

#### Participants present

| Post               | Name  | Signature   |
|--------------------|---|---|
| <b>Chairman</b>    | Dr. M G Ragunathan, Principal   |    |
| <b>Coordinator</b> | Dr. S.Manikandan<br>Associate Professor,<br>Department of Commerce                    |    |
| <b>Members</b>     | Dr.J. Jayanthi, Dean Research & Head, Department of AZABT                             |  |
|                    | Mrs.T.Saroja, Associate Professor, Department of Chemistry                            |  |
|                    | Mrs.R.Rajini Surendranath, Associate Professor & Head, Department of Computer science |  |
|                    | Dr. D.Shoba, Assistant Professor, Department of Business Administration (MBA)         |  |

Department Coordinators list enclosed