



GURU NANAK COLLEGE (Autonomous)  
Re-accredited at "A" Grade by NAAC  
Guru Nanak Salai, Velachery, Chennai – 600 042

**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:**




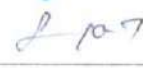


Dr.S.Manaikandan.	IQAC coordinator
Dr.J.Jayanthi,	Dean Research & Head, Department of AZABT
Ms.T.Saroja	Associate Professor, Department of Chemistry
Mrs.R.Rajini Surendranath,	Associate Professor& Head, Department of Computer science
Dr. D.Shoba	Assistant Professor, Department of Business Administration

**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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**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.




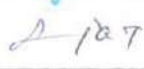


**Members Present:**

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 their, 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
Chairman	Dr. M.G.Ragunathan, Principal	
Coordinator	Dr. Dr.S.Manikandan Associate Professor, Dept. of Commerce	
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:** 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
Chairman	Dr. M.G.Ragunathan Principal	
Coordinator	Dr. S.Manikandan Associate Professor, Department of Commerce	
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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**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:**




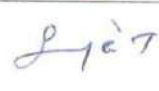


Dr. M.G. Ragunathan	Principal, Chairman
Dr. S.Manikandan	IQAC coordinator
Dr. J. Jayanthi,	Dean Research & Head, Department of AZABT
Ms.T.Saroja	Associate Professor, Department of Chemistry
Mrs.R.Rajini Surendranath,	Associate Professor & Head, Department of Computer science
Dr. D.Shoba	Assistant Professor, 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, Principal	
<b>Coordinator</b>	Dr. S. Manikandan Associate Professor 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)	



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**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 Associate Professor, 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