



Minutes of Meeting

Venue: IQAC Conference Hall

Date: 25.04.2024

The IQAC meeting held on 25.04.2024 at 04.00pm.

Agenda:

1. Follow-up action of previous meeting held on 1.2.2024.
2. Status of SSR for NAAC cycle 2

The Principal welcomed the members present in the meeting and discussed the above agenda points. The following members were present during the meeting.

Sl. No	Name of Faculty	Chairperson/Members
1	Dr.R.Vijayan, Principal	Chairperson
2	Dr.S.Sivalakshmi, Associate Professor/Mechanical	IQAC – Coordinator
3	Prof.P.Deepthi, Assistant Professor/ECE	Co-coordinator
4	Dr.P.Anitha, Assistant Professor/Chemistry	Member
5	Dr.P.Tharani, Assistant Professor/CSE	Member
6	Dr.D.Amali, Assistant Professor/ Civil	Member
7	Dr.S.Dhanalakshmi, Assistant Professor/ Metallurgy	Member
8	Prof.K.Uma, Assistant Professor/ Mechanical	Member
9	Dr.I.Kalphana, Assistant Professor/ECE	Member
10	Dr.A.Ramachandran, Assistant Professor/Chemistry	Member
11	Dr.P.Marudhupandi, Associate Professor / EEE	Member
12	Mr.R.Murugan, PA to Principal	Member (Administration)



Department Coordinators:

1. Prof.K.Manimala, AP/CSE
2. Dr.D.Lavanya, AP/ Mechanical
3. Dr.N.K.Vivekanandhan, AP/English
4. Prof.R.Vinothbabu, Ap/Metallurgy
5. Prof.M.Raffikbasha, AP/Civil

The following members were absent

1. Dr.T.R.Sumitra, AP/EEE
2. Prof.K.Jayanthi, AP/ECE

Agenda 1: Action Taken Report:

The minutes of the previous meeting held on 1.2.2024 was confirmed. SSR for cycle 2 has been submitted to NAAC Portal on 14.03.2024, after the suggestions given by the Principal were included in it. The supporting documents of all criteria have been uploaded in “NAAC” tab of our college website.

Agenda 2: Status of SSR for NAAC cycle 2

The points discussed are as follows:

Student Satisfaction Survey (SSS):

SSS has been initiated by NAAC on 15.03.2024. This was communicated to all the students to respond it before 14.04.2024. IQAC coordinator has reported that around 20.13 % of students finished within 2- 3 of its initiation. The report has been generated on NAAC portal, and the graded weightage has been calculated for the metric 2.7.1 as 3.86.

Data Validation and Verification (DVV):

IQAC Coordinator reported that DVV has been initiated by NAAC. During DVV clarification, inputs given for metrics 2.1.2 and 5.3.1 have only been changed. It has been reported that there are no changes in any other metric.

NAAC peer team Visit:

The Principal informed that district administration of Salem has temporarily taken over and also restricted the entry to most of the departments including EEE, Civil and ECE as well as administrative block across the campus, as this will be vote counting center of ongoing parliamentary elections till June 4th. Hence the Principal directed the IQAC Coordinator to communicate NAAC about the delay in making the payment of SSR second level and logistics. The payment may be made in the first week of June and NAAC peer team visit could be accordingly scheduled.




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The status of starting from IIQA submission and tentative schedule of NAAC peer team visit:

Sl.No	Description	Date
1.	IIQA submission	24.01.2024
2.	IIQA Approval	30.01.2024
3.	SSR Submission	14.03.2024
4.	SSS	Survey Started on : 15.03.2024 Survey ended on: 14.04.2024
5.	DVV	11.04.2024
6.	SSR prequalified	25.04.2024
7.	SSR 2 nd stage and Logistics Payments	First week of June 2024
8.	PPT preparation	by IQAC Coordinator
9.	Committee formation for NAAC visit	by IQAC Coordinator
10.	Mock Visit by Internal Committee	20.05.2024
11.	Mock Visit by External Committee	20.06.2024
12.	NAAC peer team Visit	Tentatively 2 nd week of July 2024


25/4/24
IQAC Chairperson


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