

EPMD/R&D.20(2)/2021

Dated 08th February, 2021

Sub: Meeting of the Internal Quality Assurance Cell (IQAC)- National Assessment and Accreditation Council (NAAC) Committee held on 01.02.2021, Mini conference Hall, at 2.30 Pm-4.00 Pm

A. AGENDA

External members Meeting attended through online (platform: Google meet) on 01.02.21 following COVID - 19 protocol

➤ Shri. S. Sankara Narayanan, Chairperson and Dr.K.Balabaskar, Member Secretary of the IQAC_NAAC Committee welcomed all the External and Internal members for the IQAC meeting. The following agenda points were discussed.

- Assigning Roles and Responsibilities to Nominated persons from each department
- Discussion regarding the feedback form
- Faculty and HRD trainee development during COVID-19
- Curriculum aspects of Teaching, Learning and Evaluation
- Documenting the reports and its filing system
- If any other points to be discussed.

B. Following points were discussed in the meeting held on 01.02.2021.

➤ External member Dr. S. Mani HoD, Dept of Educational Planning and Management, Tamil Nadu Teacher Education university (TNTEU), has given the following suggestions:

- Expand the quality of education and academic credentials documents to be prepared by every month and need to maintained in an orderly manner as per required.
- IQAC In charge of concerned department has to monitor the Progress of the maintainance of records.
- Peer Review team can be constituted with experienced members.
- Communication has to be send to passed out students of NIEPMD regarding "Peer team" and their objectives and NAAC peer team compile the document of the report projected by the instantly.
- Periodical review can be done by the institution and mock visit to be conducted once in 3 months.
- Parents meeting to be arranged and information to be given to them about NIEPMD and its facilities available etc.,

- Power point on the NIEPMD needs to be prepared with due care and periodically, it should be updated.

➤ **Following that, Dr. A. Chidambaram, Asst. Professor, Centre for study of Social Exclusion and Inclusive policy school of social sciences, Pondicherry University, has discussed in detail and highlighted following points:**

- Documentation process should include the Verification of proof, implementation of Programmes, Academic activities/Journal publications, placement details, hostel facilities, and co curricular activities.
- Policy Recommendation
 - Frequent interaction with students.
 - Details of advantage in rehabilitation are to be compiled.
 - Volunteered to organise a webinar on Teaching and Learning component process and it's to be documented and separately by each department.

➤ **Dr.M.B.Aswath Narayanan, Registrar, Tamil Nadu M.G.R. Medical University rendered the following suggestions:**

- Honesty to be maintained in preparing all the documents
- SOP data to be reviewed every month and focus should be given on publication,
- Log book needs to be maintained in each department. For planned and unplanned activities time need to be allotted by each departments.
- Nodal Officer to be nominated and everyone should be involved in NAAC certification process.
- All staff include security services need to know about NAAC and its procedure to be followed.
- Recording all activities-practice to be made .
- Apply for any other accreditation process.
- Improvisation of staff continuously.

➤ **Smt.S.M. Abinaya, Advocate, Given the following Suggestion:**

- Suggestions and Compliant Box needs to be installed.

➤ **The following points were discussed in the internal members meetings:**

- To conduct meeting every month, to HRD faculties.
- Department should depute HRD staff to complete the Faculty Improvement/Development, Refresher and UGC orientation programmes.
- Academic section should be centralised and maintain to keep records related to the details of students, Alumni, Administration etc.

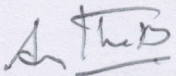
- Record every activities and maintain the logbook.
- Coordination with all the departments every month, by arranging periodical NAAC cell meeting.
- Circulation of feedback format survey of students, faculties, employers, Alumni and parents.

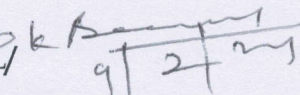
➤ **The following are the tentative schedule for executing the activities:**

- IQAC meeting to be schedule on 2nd Friday of every months.
- Documentation to be done on centralized basis and without additional financial commitments.
- NAAC members to be involved in NAAC document preparation process regularly.
- Department of information and management technology (IMO) and document to collateral the information centrally.
- IQAC to organize regularly meeting with nominated members of department staff.

The meeting ended thanks to the chair.

List of members enclosed: **Annexure- I**


Sr. Consultant (R&D)

Lecturer DAIL/ 
Member Secretary (IQAC-NAAC)


Deputy Registrar (Admin)/
Chairperson (IQAC-NAAC)

1. The Minutes may pt. be circulated to all the Members.
2. May be read in next Meeting.
3. For uploading in the website.

To,

➤ All Members

Copy to: Director (Offg.,) NIEPMD - for kind information please.


9/2/2021