

Minutes of the IQAC - NAAC internal committee meeting of NIEPMD held on 15-03-2021 at 3.00 pm in the committee hall of NIEPMD. Following are the members present during the meeting.

- Shri.S.Sankara Narayanan
- Dr.K.Balabaskar
- Shri.S.Karthikeyan
- Shri.M.Rajesh
- Smt.P.Angelin Golda
- Shri.D.Stalin Arul Regan
- Smt.Mercy clara
- Dr.B.Amutha

Shri. S. Sankara Narayanan, Chairperson of the IQAC-NAAC Internal Committee welcomed all the members for the IQAC meeting. Following are the points discussed during the meeting:

1. AQAR upload for the year 2019-20 (31st May 2021) and Support service from various departments for uploading. *done*

The procedure to upload AQAR 2019-20 was discussed. Services of Smt.I. Akshal Gold, Shri.D. Gunasekar shall be utilized to upload AQAR 2019-20.

2. Overall analysis of AQAR 2019-20 and strategies to strengthen it workout.

It was decided to organise staff meeting on 17.03.2021 to discuss on the seven criterion and to brief the duties & responsibilities to member deputed for the sub committee.

S.No.	Criterion	Official deputed for the subcommittee
1.	Curriculum Aspects	Smt. I.G. Anusuya
2.	Teaching, Learning and Evaluation	Shri. Rajesh Ramachadran/ Shri. D. Stalin Arul Regan
3.	Research, innovation and Extension	Shri. B.S. Santhosh Kanna

4.	Infrastructure and learning Resources	Shri. M. Rajesh
5.	Student support and progression	Shri. S. Gurumoorthy
6.	Governance, Leadership and Management	Shri. S. Karthikeyan
7.	Institutional values and Best practices	Dr. K. Balabaskar

3. Analysis of feedback form received from stake holders and plan of action.

Following are the details on receipt of feedback from different categories

S.No	Feedback response from	Number of responses Received
1.	Students	107
2.	Teachers	16
3.	Parents	15
4.	Almuni	5
5.	Employers	-

- It was decided to develop a new feedback form with additional information for all category except students.
- The students feedback form will be redesigned. Course Coordinators shall ensure that students submit their feedback.
- To ensure the submission of feedback form a provision shall be made in the no due certificate of student to verify the feedback submission status. Content of the feedback to be oriented by Dr.B. Amutha to the students before submission

4. Orientation about NEW AQAR format 2020-2021?

It was decided to circulate the new AQAR format soft copy to each department for better understanding. The sub committee members will be responsible to collect the data for criterion wise from all the department.

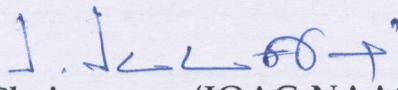
Action plan for NAAC 2nd cycle Assessment (2023)?

- It was observed that from the academic year 2016-17 onwards the admission procedure / process for HRD Programme was decentralized and scheduled by the respective departments. The admission register and other documents pertaining to admission was maintained by concern department. At present Academic section does not have the data / information on the students enrolled from the academic year 2016-17 to 2020-21. It was decided to request the Department In charge to submit the data/ information and application forms along with requisite documents of the students enrolled in various programme to Academic section and Academic section shall prepare a common admission register and maintain the application along with students documents for NAAC inspection purpose.
- It was decided to initiate the process for generating online application forms for admission of students in various HRD Programme. A provision shall be given to collect the GST charges along with application fee from the candidate. Shri. M. Rajesh, IMO shall be nominated to develop the online application with the support of software engineer engaged in NBER-NIEPMD.


Any other's matter related to NAAC?

Committee decided to organise enrichment programme and Faculty development programme twice a year. Lecturer (AIL) shall organize the 1st enrichment programme for their academic year 2020-2021 and Dr.P.Chidambaram, Assistant Professor, Pondicherry University shall be invited as a resource person for the 1st enrichment programmed.

The meeting ended with thanks to the chair.


Chairperson (IQAC-NAAC)

Please circulate to all members.


22/3/21