

Internal Quality Assurance Cell (IQAC) – National Assessment and Accreditation Council (NAAC) – Minutes of Meeting.

A. Venue: Mini Conference Hall, NIEPMD

B. Date & Time: 05.07.2022

C. Members Present:

- **Shri.S.Sankara Narayanan - Chairperson**
- Dr.A.Amarnath - Dy. Registrar
- Shri.P.Kamaraj - HoD, Spl.Edu.,
- Dr.B.Santhosh Kanna - HoD, Therapeutics
- Smt.P.Angelin Golda, ATP&AO
- Shri.Kurinji Chelvan.S.
- Shri.S.Rajesh, Professor, PT
- Dr.Powlin, Asst. Professor, BASLP
- P.Kalaivani, Asst. Professor, Clinical Psychology
- Smt.I.Sheela Angel, Lecturer, PT
- Smt.Sonali M
- Dr.B.Amutha, Sr. Consultant (R&D)
- **Dr.K.Balabaskar – Member Secretary**

D. Agenda

Shri.S.Sankara Narayanan, Chairperson of the IQAC-NAAC Internal committee welcomed all the members for the IQAC meeting. The following agenda were discussed.

- Academic calendar (2022-2023)
- Faculty Development Programme – Preparation of Annual Plan
- Preparation of action plan and major focus area of IQAC for academic Year
- Formation of Committee members for the NAAC Self Study Report(SSR) - 2nd Cycle
- Review the Overall progress of the academic, co-curricular, extracurricular and extension activities. (Sports, Community based activities,
- Review of students' welfare (Hostel & Canteen, Scholarship, Grievances redressal mechanism, Counselling and mentoring systems, Remedial System, placement cell, SC/ST cell, Human rights cells etc.,)
- Mentoring of students
- Any other matters related to NAAC

The chairperson of the committee expressed a deep sense of gratitude to all IQAC members who have supported in uploading the required data to NAAC website without any corrections. The final AQAR to be prepared in the existing format and need to be submitted by the end of December 2022.

E. The following points were discussed in the meeting:

➤ **Academic Calendar**

- An academic calendar to be prepared for the institute based on the requirements of universities. A draft copy of the same need to be circulated to the concerned

department in order to include information related to their department activities. The academic calendar to be submitted on or before 31st August 2022.

➤ **Faculty Development Programme - Preparation of Annual Plan**

- The Committee decided to conduct various faculty development programs for this Academic year. The programs title are as Follows :

S. No	Name Of the Programme	Resource person/Agency
1.	Introduction to Research & Statistics	Dr.Bala Subramaniam
2.	Intellectual Property Rights & Patents	IPR Office, Guindy
3.	Documentation process in NAAC	1.Dr.R.Renganathan (Retd.,) Professor & Head, Dept of Spl. Education & Dean, Andra University, Visakapattinam

Any other suggestions for the research programme also encouraged from all the departments.

➤ **Prepare of action plan and major focus area of IQAC for academic Year**

- Feedback form has to be compiled and analysed report need to be submitted to Director.
- To circulate the National Education Policy 2020(NEP 2020) guidelines to each department for necessary action and documentation.

➤ **Formation of Committee members for the NAAC Self Study Report(SSR) - 2nd Cycle**

- A new committee has been formed to compile the SSR report. The details are given below:

S. No	Name of Official	Designation & Department	Responsibilities of the Committee
1.	Dr.K.Balabaskar	HoD, AIL	Chairperson
2.	Smt.Angelin Golda	ATP&AO	Member Secretary
3.	Shr.D.Stalin Arul Regan	Spl.Teacher, Db	Member
4.	Shri.I.V.Subburaman	R.O, AIL	Member
5.	Dr.Amitab	Prof., OT	Member
6.	Smt.P.Kalaivani	Assoc.Prof, Clin.Psychology	Member
7.	Dr.Powlin	Asst. Prof., SHC	Member
8.	Smt.I.Sheela Angel	Lecturer, PT	Member
9.	Babina Kumar Rout	Asst.Prof., BPO	Member
10.	HoD- SE		

➤ **Review the Overall progress of the academic, co-curricular, curricular and extension activities.**


- NSS/YRC programme was initiated in the department of Therapeutics based on the university requirements. Suggested for the display of the same as part of awareness generation.

- Suggested to maintain a detailed record of each student in the Academic section.
- Each department to create a Placement cell.
- Review of students' welfare (Hostel & Canteen, Scholarship, Grievances redressal mechanism, Counselling and mentoring systems, Remedial System, placement cell, SC/ST cell etc.,)
 - Details of scholarship availed and correspondence are to be maintained in the academic section.
 - A separate Grievance redressal officer is appointed for PwD's & staff members.
 - IQAC Members suggested for observance that the current system for administering various courses should be strengthened and streamlined through different committees.
 - The committee suggested to organise the remedial classes for HRD students, if required to identify and evaluate the slow learner based on the evaluation system remedial classes to be conducted.
 - Placement cell to be updated with necessary details of vacancy available records of students.
 - SC/ST cell role discussed.
- Mentoring
 - Since the mentor ratio was 1: 20 as per the university norms. Each year course coordinator is considered a Mentoring guide. The concerned department needs to give the mentor's list to the committee.
- Any other matters related to NAAC
 - It was suggested to circulate the National Education Policy 2020 guidelines soft copy to each department for better understanding and implementation.
 - The committee to draft a letter for obtaining clarification of the Institute running course affiliation to more than one university.
 - Academic courses conducted by NIEPMD to be displayed in front of the Entrance, to include course name, duration and Eligibility of the course permanently.
 - Discussed on the issue pertaining to provide financial support to the faculty members to attend conferences/workshops/seminars etc.,

Chairperson of the committee, proposed vote of thanks, expressed his gratitude to all the members for their valuable suggestions, and continuous contribution in overall progress of the institute. All the suggestions made will be submitted to Director, NIEPMD.

The meeting ended with extending thanks to the Chair.


Sr. Consultant (R&D)


Lecturer, AII/
Member Secretary (IQAC-NAAC)