



INTERNAL QUALITY ASSURANCE CELL

5th INTERNAL IQAC MEETING MINUTES – 2024-25 AY

Date : 02nd May 2025
Time : 02:00 pm.
Venue : VC Conference Hall

For the approval
of VC thro' Decree
27/5/25

Col. (Hon). Dr. S. N. Sridhara, Vice Chancellor chaired the meeting. The following members attended the meeting.

Members Present:

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|-----|--------------------------|---|
| 1. | Dr. M. Murali Krishna | Director - IQAC |
| 2. | Dr. T. SudalaiMuthu | Professor & IQAC Coordinator |
| 3. | Dr. V. Sherlin Solomi | Associate Professor, Asst. IQAC Coordinator |
| 4. | Dr. M. Vinoth Kumar | Associate Professor, Mech |
| 5. | Dr. N. Sivakamasundari | A.P. (S.G), MCT |
| 6. | Dr. Shalini R Nair | A.P.(S.G),Civil |
| 7. | Dr. J. Vijayaranni | A.P. (S.G), CSE |
| 8. | Dr. A. Saravanan | Associate Professor, Biotech |
| 9. | Dr. B. C. Kavitha | Associate Professor, ECE |
| 10. | Dr. N. Karthik | A.P. (S.G), EEE |
| 11. | Ms. K. Remya | A.P. (S.S), IT |
| 12. | Dr. H.J. Shanthi | Associate Professor, MCA |
| 13. | Ms. Bhavani | A.P., SPADE |
| 14. | Dr. M. Ramya | A.P. (S.G), FDA |
| 15. | Ms. Sarah Priscilla | A.P. (SS), FT |
| 16. | Dr. B. Gajalakshmi | A.P. (S.G), Chemistry |
| 17. | Dr. Annie Aureen Albert | Associate Professor, Physics |
| 18. | Dr. G. Kavitha | Associate Professor, Maths |
| 19. | Mr. Abraham S | A.P., SOL |
| 20. | Dr. B. Senthilkumar | Associate Professor, SOM |
| 21. | Dr. Vijay Srinivasan | A. P. (S.S), VisCom, |
| 22. | Dr. S. Jenifer Augustina | A. P. (S.G), SOHS |
| 23. | Dr. K. Srimathi | Associate Professor, CENCON |

14/5/25

M. M. 7/5/25

24. Dr. Manesh

A. P. (S.G), Economics

25. Dr. Sunilkumar V.

A.P. (S.G), Political Science

Dr. M. Saravanan A.P. (S.G), Aero, Dr. P. Saravanan, Asso. Prof, Aerospace, Dr. E. Sangeethkumar, Associate Professor, Auto, Mr. P. Richard Jegadeesan, A.P. (S.G), Languages, Dr. Stalin Paneer Selvam, Associate Professor, Commerce, Ms. Johna Angeline, A.P., Psychology, Dr. Latheesh Mohan, AP(SG), Sociology, Dr. T. Parasuraman, A. P. (SS), PED, Ms. Rameshwari, A.P. Pharmacy were granted leave of absence. Dr. Ramanathan, Asso. Prof, AUTO, Dr. Sathish Kumar, Asst. Prof (SG), Aero, Ms. Vijayalakshmi, AP, PED represented the department IQAC coordinators on their leave of absence.

Dr. M. Murali Krishna, Director – IQAC extended a warm welcome to Col. (Hon). Dr. S. N. Sridhara, Vice Chancellor, IQAC Coordinator and all other members for the fifth IQAC coordinators meeting of the academic year 2024-25. The following agenda points were discussed.

1. Approval of the minutes of the last IQAC Meeting

The minutes and ATR of the previous meeting of Department IQAC committee held on 25th February 2025 were discussed and approved. The Action Taken Report (ATR) based on the minutes of the previous meeting was placed and passed.

2. Academic Audit – 2024-25 AY:

Dr. SudalaiMuthu T, IQAC Coordinator informed that the academic audit for the academic year 2024-25 will be scheduled during the second week of May 2025. The department IQAC coordinators were instructed to inform the conduct of audit to their respective departments and prepare for the academic audit. The auditors will verify the department files and course files as per the rubrics. The mid-semester audit reports for last two years that was carried out by Dean (ET) are yet to be shared to IQAC. He also requested to permit IQAC to conduct the audit for even semester 2024-25 during 12.05.2025 to 19.05.2025. Dr. S. N. Sridhara, Vice Chancellor mentioned that the conduct of audit will be streamlined from the upcoming academic year.

The Vice Chancellor briefed on the usage of AI for the academic activities, teaching pedagogy, SLM preparation with outcomes, Quiz activities. He recommended the department IQAC Coordinators to pursue a coursera course on “Generative AI for University Leaders”. He asked the coordinators to explore the use of Generative AI in education. He also requested IQAC to organize a workshop on AI tools for teaching learning for the faculty fraternity.



3. Academic Compliance - Even semester 2024 – 25:

Dr. SudalaiMuthu T, IQAC Coordinator informed the department IQAC coordinators to ensure the compliance of all academic activities including the course committee meeting, class committee meetings, DEC to be conducted as per the academic calendar for the even semester 2024-25. It was informed to submit the academic compliance within a week time.

4. NBA, IET Accreditation, NIRF & AQAR :

- a. Dr. M. Murali Krishna, Director (IQAC) requested the department IQAC Coordinators to be more vigilant in the department and record the department activities. He also requested the department coordinators to ensure the quality practices in the institution.
- b. He mentioned that, as the pre qualifier for NBA departments are not yet submitted, this might be a huge challenge to get SRA approvals in the forth coming years. Hence, he urged the department IQAC Coordinators to expedite the process in the departments.

5. Events Report submission in E-DCS portal:

- a. Dr. M. Murali Krishna, Director (IQAC) mentioned the challenges that was faced during the NIRF data collection, NAAC AQAR collection for 2024-25. He insisted the department coordinators to have details on all department activities, academic and achievements, so that the data can be retrieved easily without any difficulties.
- b. He also mentioned that the details of the events organized, events attended was circulated to the department heads with multiple reminders. The department coordinators were informed to upload and monitor the report of the events organized and reports of the events attended in the E-DCS portal.

6. Other items:

- a. Col. (Hon). Dr. S. N. Sridhara, Vice Chancellor mentioned that the Self-Learning materials (SLM) for the courses needs to be uploaded in the MSERP LMS and mentioned that the access to verify the SLM will be provided to the department IQAC coordinators.
- b. The IQAC Coordinator requested the Vice Chancellor to empower the department IQAC coordinators to get access the required information at the department level. He also suggested that the department IQAC Coordinators can be reported to Director – IQAC through their respective heads.
- c. The Vice Chancellor informed that the department heads should ensure that the OBE documents of the faculty those who are getting relieved from the institution are collected and verified


Dr. T. SudalaiMuthu
IQAC Coordinator