



**INTERNAL QUALITY ASSURANCE CELL**

**INTERNAL IQAC MEETING MINUTES – 2025-26 AY**

**Date** : 20<sup>th</sup> March 2026  
**Time** : 02:00 pm.  
**Venue** : VC Conference Hall

Dr. Vikas Misra, Vice Chancellor chaired the meeting. The following members attended the meeting.

**Members Present:**

|     |                           |                              |
|-----|---------------------------|------------------------------|
| 1.  | Dr. M. Murali Krishna     | Director - IQAC              |
| 2.  | Dr. M. Vinoth Kumar       | Associate Professor, Mech    |
| 3.  | Dr. M. Saravanan          | A.P. (S.G), Aero             |
| 4.  | Dr. E. Sangeethkumar      | Associate Professor, Auto    |
| 5.  | Dr. N. Sivakamasundari    | A.P. (S.G), MCT              |
| 6.  | Dr. Monica. B             | Professor, CSE               |
| 7.  | Dr. Jancy Sickory Daisy   | Associate Professor, DISC    |
| 8.  | Dr. A. Saravanan          | Associate Professor, Biotech |
| 9.  | Dr. N. Karthik            | Associate Professor, EEE     |
| 10. | Dr. A. Arikesh            | A.P. (S.G), ECE              |
| 11. | Ms. K. Remya              | A. P. (SG), IT               |
| 12. | Ar. Balaji                | A.P., SPADE                  |
| 13. | Dr. Anish Sharmila        | A.P. (S.G), FDA              |
| 14. | Dr. B. Gajalakshmi        | A.P. (S.G), Chemistry        |
| 15. | Dr. Annie Aureen Albert   | Associate Professor, Physics |
| 16. | Dr. Edwin Raj             | Associate Professor, Maths   |
| 17. | Dr. H. J. Shanthi         | Associate Professor, CA      |
| 18. | Dr. Sugandhi              | A.P. (S.G), CS               |
| 19. | Mr. P. Richard Jegadeesan | A.P. (S.G), Languages.       |
| 20. | Dr Chinnathambi           | Professor, SOM               |
| 21. | Ms. Ragavi                | AP, SOL                      |
| 22. | Dr. T. Parasuraman        | A. P. (SS), PED              |
| 23. | Dr. S. Jenifer Augustina  | A. P. (S.G), SOHS            |
| 24. | Mrs. K Kowsalya           | AP, SOP                      |

|     |                          |                               |
|-----|--------------------------|-------------------------------|
| 25. | Dr. Stalin Paneer Selvam | Associate Professor, Commerce |
| 26. | Dr. K. Srimathi          | Associate Professor, CENCON   |
| 27. | Mr. Ayappan              | AP, Viscom                    |
| 28. | Dr. Govindaprasad PK     | A. P. (S.G), Economics        |
| 29. | Dr. Sunilkumar V.        | A.P. (S.G), Political Science |
| 30. | Dr. V. Sherlin Solomi    | Associate Professor, IQAC     |

Dr. M. Murali Krishna, Director – IQAC extended a warm welcome to Dr. Vikas Misra and to all Department IQAC Coordinators for the IQAC coordinators meeting of the academic year 2025-26. The following agenda points were discussed.

### 1. Approval of the minutes of the last IQAC Meeting

The minutes of the previous meeting of Department IQAC committee held on 2<sup>nd</sup> May 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 – 2025-26 AY:

Dr. M. Murali Krishna informed that the academic audit for the academic year 2025-26 will be scheduled during the second week of April 2026. 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 schedule of Academic audit is tabulated below

| Sl. No | Date          | Department                                                                                       |
|--------|---------------|--------------------------------------------------------------------------------------------------|
| 1.     | 20.04.2026 FN | Aero, Aerospace                                                                                  |
| 2.     | 20.04.2026 AN | Mech, Auto, Biotech, Mechatronics                                                                |
| 3.     | 21.04.2026 FN | CSE, DISC, IT                                                                                    |
| 4.     | 21.04.2026 AN | ECE, EEE                                                                                         |
| 5.     | 22.04.2026 FN | SPADE, CIVIL                                                                                     |
| 6.     | 22.04.2026 AN | Commerce, Economics, Political Science, Sociology, Fashion Design                                |
| 7.     | 23.04.2026 FN | Visual Communication, Christian Studies, Social Work, Languages, Fine Arts                       |
| 8.     | 23.04.2026 AN | Mathematics, Physics, Chemistry, Computer Applications, Computer Science                         |
| 9.     | 24.04.2026 FN | Food Technology, Psychology, Physical Education, Aviation Science, Library & Information Science |
| 10.    | 24.04.2026 AN | SAHS, School of Law                                                                              |
| 11.    | 25.04.2026 FN | School of Management                                                                             |
| 12.    | 25.04.2026 AN | CODE                                                                                             |

### **3. Motivational Workshop:**

The department IQAC coordinators were requested to organize a motivational workshop in their respective departments with respect to academic, administration and personal career growth. 5 resource persons were identified and the coordinators were asked to conduct the workshop school wise. The schedule can be submitted to IQAC to get approval from higher authorities.

### **4. Academic Compliance - Even semester 2025 – 26:**

The department IQAC coordinators were informed 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 2025-26. It was informed to submit the academic compliance within a week time.

### **5. NBA, IET Accreditation, NIRF & NAAC(AQAR), COA etc :**

- 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.

### **6. 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 2025-26. 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.

### **7. Submission of Ranking and awards review:**

Dr. M. Murali Krishna, Director (IQAC) requested the department IQAC Coordinators to submit the details pertaining to the forthcoming rankings submission. The details need to be verified by the concerned department IQAC coordinators before submission to IQAC for further processing. During review, the coordinators are requested to submit the necessary supporting documents.

## 8. Vote of Thanks

Dr. M. Murali Krishna, Director - IQAC proposed the vote of thanks. He suggested the members to continue their support to enhance and enrich the quality practices in the institution.



**Dr.M. Murali Krishna**

**Director (IQAC)**

