



GURU NANAK COLLEGE (AUTONOMOUS)

A Unit of Guru Nanak Educational Society (Regd.)

Affiliated to University of Madras

Accredited at 'A++' Grade by NAAC with a CGPA 3.68 / 4.00

Approved by AICTE | An ISO 9001 : 2015 Certified Institution



Office : 2245 1746 / 2244 4621

Email : iqac@gurunanakcollege.edu.in

Web : www.gurunanakcollege.edu.in

INTERNAL QUALITY ASSURANCE CELL

Dr. M.G. Ragunathan, Principal
Chairman

Dr. Swati Paliwal
Coordinator

MINUTES OF THE MEETING

Date: 09.11.2022 | Day: Wednesday | Time: 12.30 a.m. | Venue: Board Room, Guru Harkrishan Block

Members Present: 16

Members Absent : 10

Special Invitee(s): 4

AGENDA:

Item No. 1: Orientation Programme for the Newly Recruited Faculty Members

Item No. 2: FDP/PDP on Health Awareness

Item No. 3: Conference / Seminar on Implementation of NEP 2020 in Autonomous Colleges

Item No. 4: Course File Audit and Review

Item No. 5: Mentor Mentee Program

Item No. 6: Audit Process

Item No. 7: Research Promotion Strategy

Any other matter with the permission of the Chair

The meeting was convened by the IQAC Coordinator Dr. Swati Paliwal. The Principal, Dr. M. G. Ragunathan welcomed the members and Special invitees. Dr. Swati Paliwal briefed on the agenda for the meeting.



RESOLUTIONS:

The Members discussed on the various Agenda of the meeting and it is resolved that

Item No. 1: Conduct of Orientation Programme for the Newly Recruited Faculty

Members

As suggested there will be no need to cancel any classes as classes can be adjusted for newly joined faculty members. Tentative dates for 2 Days Orientation will be 21st and 22nd November 2022. List for newly recruited staff is to be prepared and the new staff will not be given invigilation schedule during the orientation.

Item No. 2: FDP/PDP on Health Awareness

Medical Professionals from Prashant hospitals will do FDP on Health for 5 days. As per C6-6.3.3- A minimum of 5 days are mandatory for FDP. Hence, it was decided to conduct it for 5 days. Faculties can attend on rotational basis. Tentative days for 5 days FDP will be 16th November 2022 to 22nd November 2022 from 12:30 pm to 1:30 pm at AC Seminar hall. Each department may assign a few interested staff.

Item No. 3: Conference / Seminar on Implementation of NEP 2020 in Autonomous Colleges

Orientation shall be conducted on NEP-detailed concept and its implementation. It was suggested to proceed with the topic titled "Seminar /Workshop on NEP orientation" and avoid the term "implementation". Tentative Time for conducting the event – January 2023

Item No. 4: Course File Audit and Review

It was suggested to review the Course file regularly and check for issues faced by faculty members in completing the same. Multiple data entry was found to be the major issue for course file. Example- In case of IDE subjects where the faculty has to enter same data multiple times. There can be small sub-committee created for course file audit, rectifications, if any. Discussion with General Secretary



regarding what is needed and what is not in course file, since its IMS policy matter on this agenda is mandatory. Course file should be user friendly. It was discussed in the meeting that if it's done regularly, it will be flexible and smooth for all faculty members.

Item No. 5: Mentor Mentee Program

Suggestions by Dean Languages – Respective students can be allotted to respective language faculty. Feedback for mentor mentee to be collected. Remarks are done without knowing who the mentor, hence, is making the students unaware of who's the mentor. For Shift II students, Shift I staffs are given as mentor in few cases. It was suggested that there should be auto – filter comment for remarks based on marks. Mentor Mentee allotment to be changed.

Item No. 6: Audit Process

There should be strict and standardized audit for procedure to be followed for extension activities such as NSS, Placement, all cells with templates framed by IQAC. Master time table to be there for audit Based on inputs, implementations will be made.

Item No. 7: Research Promotion Strategy

This is the duty of research supervisor or research coordination committee, if necessary during that time IQAC Coordinator and Dean Academics can be present. Research guides too can motivate the other to publish more Original patent, paper publication should be given incentives. Research coordination committee must be present during the above discussions. There is a need to filter out the faculties who are contributing to research effectively.

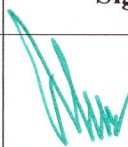



ANY OTHER MATTER

- ❖ IMS can conduct workshop for department IMS Coordinators and Heads of the program on documentation and repository.



- ❖ Dean Academics suggested to set up a Faculty Improvement Club
- ❖ There should be recognition for all faculty achievers regularly during assembly.
- ❖ Friday/ Saturday evening last hour once in a month can be lecture from the faculty members on general useful topics by specialized faculty such as IT filling, animal life etc.
- ❖ Rationalization required for number of hours with credit, however, University has given basic structures which cannot be changed. It was discussed that if credits are changed, it may lead to sacrifice of core paper.
- ❖ Discussions on credit hours can be done amidst the presence of VP Shift-II, COE, JCOE and Dean Academics.
- ❖ It was suggested to have internal exam for NME (Mid Term) however, NME has only 2 credits, hence no internal exam is required as suggested.
- ❖ Resolved that the classification for internal and external remains 50:50
- ❖ Class room allotment to be done more effectively and there should be a proper documentation for class room allotment.
- ❖ It was resolved that no Continuous Internal Assessment for NME papers as the course credit is minimum 2
- ❖ Faculty members shall utilise the last hour of Fridays/ Saturdays for a general discussion among students to instil their ideas related to their life/skill


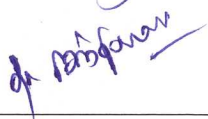
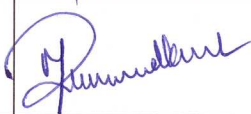
SIGNATURE:

Committee members	Name	Signature
Nominee from Stakeholders	Mr. Manjit Singh Nayar General Secretary and Correspondent	
	Dr. Marlene Morais Advisor, GNES	
Chairman, IQAC	Dr. M. G. Ragunathan Principal	
Coordinator, IQAC	Dr. Swati Paliwal, Assistant Professor & Head, Hindi & Dean Languages	



Faculty Members	Dr. T. K. Avvai Kothai, Associate Professor and Head & Commerce (General)	P.T. A-12
	Dr. J. Jayanthi, Associate Professor and Head, AZBT & Dean Research	Jayanthi J
	Dr. K. Umadevi, Assistant Professor, Commerce (General) & Dean - GNCIIES	Umad
	Dr. R. Rajini Surendranath, Head, B.Sc. Computer Science	Rajini
	Dr. D. Sowmya, Assistant Professor, Commerce (Corporate Secretaryship)	D. Sowmya
Senior Administrative Officers	Dr. S. Savithri, Dean - Academics	S. Savithri
	Dr. P. V. Kumaraguru, Controller of Examinations	P. V. Kumaraguru
	Mr. P. Christy Jeyakumar, Head, IMS	Christy Jeyakumar
	Mr. V. Selvaraj, Office Superintendent	V. Selvaraj
	Ms. S. Christina Aristotle, Administrative Officer	Christina Aristotle
Nominee from Students	Ms. Nandhini, B.Com. General Shift - I	Nandhini N
	Mr. Ganesh A, B.Com. Bank Management	Ganesh A



Special Invitees	Dr. S. E. Noorjahan, Dean - Sciences	
	Dr. T. Senthil Kumar, Librarian	
	Dr. Mahendrakumar. M Assistant Professor, Biotechnology	
	Ms. Sukhdeep Sondhi, Assistant Professor, Bank Management	