



GURU NANAK COLLEGE (AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai - 600 042

Affiliated to the University of Madras

Re-Accredited @ 'A' Grade by NAAC

ISO 9001 : 2015 Certified Institution

A Unit of Guru Nanak Educational Society®



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INTERNAL QUALITY ASSURANCE CELL

Dr. M.G. Ragunathan
Chairman

Dr. Swati Paliwal
Coordinator

MINUTES OF THE MEETING

Date: 25.02.2021 | Day: Friday | Time: 12.30 p.m. | Venue: Board Room

AGENDA:

- Planning to organize a workshop to highlight the essential requirements in SSR
- Roles and responsibilities of Steering Committee members
- SSR Preparation Process
- Discussion on Field trip and Internship
- Internal Audit
- IRINS (web-based Research Information Management (RIM) service provided by the Information and Library Network (INFLIBNET) Centre) Registration

MEMBERS PRESENT:

Dr. M. G. Ragunathan	Principal
Dr. Swati Paliwal	IQAC Coordinator
Dr. N. C Rajashree	Vice Principal II
Dr. P. V. Kumaraguru	Controller of Examinations



Dr. J. Jayanthi	Dean Research
Dr. R. Anand	Dean Guru Nanak Centre for Skill Development
Dr. T. K. Avvai Kothai	Associate Prof. and Head, Dept. of Commerce Shift I
Dr. V. P. Nedunchezian	Associate Prof. and Head, Dept. of Defence and Strategic studies
Ms. T. Saroja	Associate Prof., Dept. of Chemistry
Dr. K. Umadevi	Assistant Prof., Department of Commerce Shift I
Dr. S. Rajini Surendranath	Assistant Prof. and Head, Department Computer science
Ms. Anitha Mali Shetty	Joint Controller of Examinations
Dr. D. Sowmya	Assistant Prof. and Head, Department Commerce
Dr. D. Shoba	Assistant Prof., Department of Business Administration
Mr. T. Christy Jayakumar	Head IMS

The meeting was chaired by the Principal, Dr. M.G. Ragunathan. The members present were General Secretary and Correspondent - Mr. Manjit Singh Nayar, Advisor to the Management - Dr. Marlene Morais, Vice Principal Shift-II - Dr. N. Rajashree, Controller of Examinations - Dr. P.V. Kumaraguru, Chief Administrative Officer - Mr. Balasubramanian and the Core Committee Members of IQAC. Dr. Marlene Morais, Advisor welcomed the newly added members to the team and asked the team to plan the work with utmost sincerity and any fruitful contribution given by the steering committee and other than the committee should be encompassed. Dr. Swati requested all the members to guide and extend their co-operation to carry out the SSR Preparation process successfully.



DECISION TAKEN

- To organize a Seminar for the faculty members to highlight the details regarding SSR.
- The IMS team is requested to provide the required data to the seven criterion leaders.
- The Dean Research to discuss on the queries rose regarding Scopus index, Incubation center, and ED cell and insisted on conducting a workshop on creation of a common research portal for all the faculty members with IRINS (web-based Research Information Management (RIM) service provided by the Information and Library Network (INFLIBNET) Centre) Registration.
- To provide Internal funding for project proposals for both faculty members and students
- To organize a Faculty Development Programme on Research Proposal writing
- To celebrate Research day for the award of Best research paper and to announce the second segment of seed money.
- To frame the SSR Steering committee with members of the faculty under the headships of seven core committee members to work for Criterion wise SSR Preparation.
- The IQAC Coordinator instructed all the major departments to arrange for field trip/ Project work and Internship either online or offline due to pandemic situation.
- Internal Audit to be conducted department wise by IQAC Team

PRINCIPAL
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Dr. Swati Paliwal
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