

Minutes of the 1st Meeting held on 26th June, 2018 at 3 pm in the Board Room

Agenda :

- ✚ To review and take note of the action taken on the minutes of the previous IQAC meeting
- ✚ To give clarifications as part of verification by NAAC
- ✚ Any other matter with the permission of the chair

Members Present:

SNo	Name	Designation
1	Dr.Sr.Nirmala, Principal	Chairperson
2	Sr.Velangini, Dept. of English	Member
3	Mrs.AnnieSuneil- HOD, Dept. of English	Member
4	Dr.R.Komala – HOD, Dept. of Physics	Coordinator
5	Mrs.GraceBeena Paul– HOD, Dept. of Zoology	Member
6	Prof. Pardhasarathi – Dept of MBA	Member
7	Dr.K.Vindhya Vasini Roy – HOD, Dept. of Microbiology	Member
8	Mrs.Naga Laxmi – Dept. of Commerce	Member
9	Mrs.K.Sandhya Sree – HOD, Dept. of Comp. Science	Member
10	Dr.S.Sreedevi – Dept. of Microbiology	Member
11	Ms. Vanisree – HOD, Biochemistry	Member
12	Mrs.P.Sowmya Sree Laxmi – Dept. of Comp.Sci	Member
13	Mrs.MonoshriMitra – Dept. of English	Member
14	Mrs.R.Aparna – Dept. of Chemistry	Member
15	Mrs.K. Malathi – HOD , Social Sciences	Member
16	Mrs. Geetha Reddy – Dept. of Commerce	Member
17	Ms.SujathaCecellia – Director, ATM	Member
18	Mrs.Siddiqa Begum – Senior Office Assistant	Member
19	Prof.M.Lakshmipathi Rao – Director, Methodist Institute of Technology	Member

The Principal took the chair and conducted the proceedings of the meeting.

Point 1 : To review and take note of the action taken on the minutes of the previous IQAC Meeting

The IQAC coordinator placed before the meeting the action taken on the minutes of the 32nd IQAC meeting and apprised the members of the action initiated.

Point 2 : To give clarifications as part of verification by NAAC

Dr..R.Komala announced that NAAC has raised few clarifications through DVV process . She said that , Sixteen deviations from extended profile and 79 from metrics level are to be given response as per the requirement.

Dr.Sr.Nirmala asked all criterion coordinators go through the clarifications asked and also advised to take technical support from computer science if required.

She said there should be lot of coordination between all criterion coordinators, heads of the departments for successful uploading of clarifications.

She also emphasized that clear and correct data should be submitted to NAAC to avoid deviation from the data submitted in SSR.

Principal also asked staff to stay back after college hours for the timely submission of clarifications.

Principal asked Dr.Komala to give necessary guidance and support to all the criterion members for successful uploading of clarifications.

The members took note of the same.

The meeting ended with vote of thanks to the chairperson.

Chairperson of the Meeting
