Minutes of Meeting

Internal Quality Assurance Cell (IQAC) - First Meeting

Academic Year: 2024-25

Date: February 11, 2025; Time: 11:30 AM

Venue: Boardroom, Bhari Academic Block

Attendees:

Name	Membership
Prof. Rudra Pratap	Chairperson
Prof. T.V. Ramanathan	Member
Prof. Nandini Kannan	Member
Prof. Srikant Srinivasan	Member
Prof. Rajesh Sharma (Representing Prof. M. Balakrishnan)	Member
Mr. Arvind Aggarwal	Member
Mr. Rajiv Khosla	Member
Ms. Amudha Lavanya Santhanakrishnan	Member
Mr. Jitin Sahni	Member
Mr. Pawan Kumar	Member
Mr. Abhay Sharma	Member
Mr. Gaurav Kumar	Convener

Leave of Absence:

Name	Membership
Prof. Manoj Kannan	Member
Prof. Prashanth Suresh Kumar	Member

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Agenda:

1. Introduction to the Internal Quality Assurance Cell (IQAC)
2. Defining the Plan of Action

Minutes of the Meeting:

The meeting commenced with a warm welcome to all IQAC members. The session's primary focus was to outline quality enhancement strategies and establish robust data collection mechanisms. The committee underscored the importance of timely execution of academic, and administrative responsibilities. Additionally, the necessity of an Annual Quality Assurance

Report (AQAR) was emphasized to ensure compliance with institutional and accreditation standards.

Key Action Points:

- *IQAC Email ID Creation:* Establish a dedicated email ID for IQAC to streamline communication and documentation.
- *Departmental Accountability:* Assign one representative per department/section to be responsible for data collection as per the defined structure.
- *Centralized Data Collection System:* Develop a central repository and dashboard to facilitate AQAR preparation and streamline data management.
- *Automation of Data Collection:* Implement an automated system for data collection and validation. Forms will be sent to process owners for verification before automatic upload to the central repository.
  Ms. Amudha from the Tech Team will lead the design and implementation of these forms.
- *Data Analysis and AI Integration:* Develop analytical tools for visual representation and insights. Incorporate an AI-driven assistant (e.g., a chatbot) to facilitate query-based data retrieval.
  Prof. Rajesh and Prof. Pankaj will spearhead this initiative in collaboration with the Tech Team.

Implementation Plan:

Phase 1: Data Collection (Deadline: February 24, 2025)

- Populate NAAC AQAR forms for the current academic year (2024-25).

- Assign responsibilities to departments based on form sections.

- Mr. Gaurav to oversee the initial data collection process.

- The Tech Team will develop and support data collation.

Phase 2: Data Review and Analysis (Deadline: March 31, 2025)

- Analyze collected data for discrepancies and address gaps.

- Make necessary corrections and updates to ensure accuracy.

Phase 3: Benchmarking and AI Integration

- Define institutional benchmarks for quality metrics, including research, academics, and student placements.

- Automate data collection and integrate AI-driven analytics to enhance decision-making and strategic reviews.

The meeting concluded with a vote of thanks.