

**Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore**

**Minutes of the meeting of the IQAC held on 03.09.2018**

A meeting of the IQAC committee was convened by the Chairperson **Dr.Premavathy Vijayan**, Vice Chancellor of Avinashilingam Institute for Home Science and Higher Education for Women at 10.30 am on 03.09.2018 in the Academic Council Hall of the Institute.

**Members Present**

1. Dr.Premavathy Vijayan - Chair Person  
Vice Chancellor
2. Dr.U.Jerinabi - Dean incharge  
Dean, Faculty of Business Administration
3. Dr. S.Kowsalya - Senior Administrative Official  
Registrar
4. Mr.S.Lakshmanan Finance officer i/c
5. Dr.R.Parimala - Asst. Registrar (Academic)
6. Dr.K.Manimozhi  
Controller of Examinations (i/c)

***Members of IQAC***

7. Dr.K.Sivakamasundari - Director IQAC  
Professor, Dept. of Mathematics
8. Dr.G.Bagyalakshmi, Associate Professor/ T&C
9. Dr. Rachel M Sylus, Assistant Professor / Economics
10. Dr.K.Kalaiselvi Assistant Professor / Biochemistry/Biotechnology/Bioinformatics
11. Dr.J.Arthi, Associate Profesor / Management
12. Ms.S.S.Manimozhi, Assistant. Professor / Education
13. Dr.P.Lalitha, Assocaite Professor / Chemistry
14. Dr.Lovelin Jerald, Associate Professor / FPPT

***External experts on Quality Management/ Industry / Local Community members***

15. Dr.Mohana Sundari - Nominee (Industrialist)
16. Dr.Gowri Ramakrishnan - Management Member
17. Dr.Kalyani Shankar - Nominee (Alumni)

***Student Representative***

18. S.Santhiya - Student Chairperson

The agenda of the present meeting are:

- ✓ Preparation and submission of IIQA
- ✓ NAAC – Preparation and Submission of Self Study Report (SSR)
- ✓ Internal Academic and Administrative Audit

Prof. Dr.Premavathy Vijayan, Vice Chancellor Chairman – IQAC welcomed the members present and asked the director IQAC to proceed with the agenda.

**1. NAAC – IIQA Preparation and submission**

The revised assessment and accreditation framework is launched in July 2017 by NAAC. The NAAC team members headed by Prof. U. Jerinabi, Dean, Faculty of Business Administration assisted by IQAC Director have prepared IIQA and submitted for the approval of the committee members. After the scrutiny of IIQA the members of IQAC made some suggestions which were accepted by the NAAC Committee and the corrections were carried out. The tentative submission of IIQA is decided to be in the 3<sup>rd</sup> week of September 2018.

**2. NAAC – Preparation and Submission of Self Study Report (SSR)**

The NAAC Committee members informed that the data for SSR is simultaneously getting ready along with IIQA. After submitting IIQA the committee will start uploading SSR in the NAAC portal.

### 3. Academic and Administrative Audit

An Internal Academic audit and Administrative audit will be conducted in the month of March 2019. Prof.G.P.Jeyanthi, Research Director, coordinated in preparation of Proforma for data collection and compilation and approved by the chairperson.

*K. Sivakumari*

Director IQAC

*Premathya Jayas*

Chairperson IQAC