NIEPMD/R&D.20(4)/2020   Dated 12th October ,2020

Internal Quality Assurance Cell (IQAC)-National Assessment and Accreditation Council(NAAC) - Minutes of Meeting

A. VENUE
- Mini conference Hall, NIEPMD.

B. DATE and TIME
- 06/10/2020 between 3:00 PM to 05.00 PM

C. Members present

1. Shri.S.Sankarara Narayanan
2. Dr.K.Balabaskar
3. Dr. A. Amarnath
4. Shri.P.Kamaraj
5. Shri.S. Karthikeyan
6. Shri.M.Rajesh
7. Shri.S.Gurumoorthy
8. Smt.J.Kanchana
9. Smt. P.Angelin Golda
10. Shri.D. Stalin Arul Regan
11. Dr.B.Amutha, Sr.Consultant

D. Members on Duty/Leave
1. Shri.S.K.Samy

E. AGENDA
The Chairperson and Member Secretary of the Committee welcomed all the members for the IQAC meeting. The following are the agenda discussed.

- Designing feedback forms
- Students enrolment process during Covid 19
- Examination and Evaluation
- Faculty Development
- Teaching and learning

- Research and Development
- Library(E-books)
- ICT(Model Lab)

- The Chairperson and Member Secretary of the Committee discussed about the current status and the need for quality of assessment in NIEPMD. Staff members from all units and departments (HRD and Admin) should be involved to ensure the quality assurance for assessment and accreditation
- Update the member on revised NAAC guidelines issued during the month of April 2020 for IQAC and Annual Quality Assurance Report (AQAR)

F. Following points were discussed in the meeting held on 06.10.2020.

1. **Designing Feedback form**
   - **Criteria ; Curriculum Aspects format**

   Discussed about developed common feedback form and taken suggestions from the committee. The following are the different feedback forms are to be prepared:
   - Students Feedback form
   - Alumni Feedback form
   - Employee Feedback form
   - Parents feedback form

     (Students, Ragging, woman related issues, safety of child, Communication)

   To develop a format for course work and to be circulated to all course coordinators.

2. **Examination and Evaluation**
   - **Criteria ; Teaching, Learning and Evaluation**
   - The committee suggested to record the following aspects to maintain internal quality Examination and Evaluation : CET examination and counselling, Induction and orientation.
   - Advertisement online and offline given in all the states
   - As per RCI norms, online application process for PG courses (M.Ed, M.Phil) to be followed
   - NIEPMD-NBER diploma examination
   - Periodical assessment and evaluation should be made for all the courses by the department concerned.
   - Result analysis is conducted by the various departments and the outcome of the same is utilized for improving teaching learning quality and student performance.

3. **Faculty Development**
   - NIEPMD faculties toS be oriented about NAAC and Intellectual Property Rights (IPR) through Faculty development programme.
   - Records should be maintained on services (Provided for persons with deaf blindness). Resource materials and COVID online classes should reach the HRD students duly the following protocol by creating of webpage and login
   - Punctuality, In and Out time should be maintained by the student during Case presentation.
   - Documents should be maintained regarding question paper, timetable etc., Details of grant received from them Ministry and other agencies such as CSIR, DST must be documented.
   - Faculty requirement qualifications and experience laid down by the concerned universities for higher education courses and RCI for Diploma Courses.

Action by All Course Coordinators

4. **Research and Development**
   - ➤ **Criteria ; Research, Innovation and Extension**
   - Research and Development, planned to publish 9 E-books in the first phase and 6 E-books to reduce the cost of printing at the end of this year(2020-21). So total 15 books (e-books) will be published.

Action by Research & Development Unit

5. **Library (E-books)**
   - ➤ **Criteria ; Infrastructure and Learning Resources**
   - There is urgency to develop virtual Library by procuring more no of e books. Individual login account should be created to access the materials by students and faculties, In future department level reference library may be started, will be supervised by HoDs/faculties.
   - IQAC-NAAC peer review committee is responsible to review and publish the IQAC- NAAC documents in NIEPMD website.

6. **Information and Communication Technology (ICT - Model Lab)**
   - ICT - Model Lab to strengthen.

Action Shri.M.Rajesh,IMO

➢ **Others**

- All the HODs, requested to depute one faculty each to be nominated from the departments to IQAC- NAAC work on the above Criteria's and time slot to be scheduled.
- A separate NAAC cell with sufficient number of staff to support the cell.
  - To Look in each parameter.
  - Each department has to depute the staff exclusively for this work.
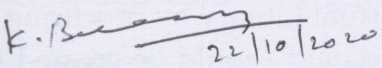 - To attend Periodic meetings.

  Action by Department of all HoDs.

- Every three months IQAC meeting may be Conducted and action taken reports to be discussed.
- Detail of Alumni Association to be planned in website.
  Shri. P. Kamaraj, HoD, Special Education, to update for other members.
- Each department should utilise the services of the Alumni to obtain feedback from them, so as to develop standards of improvement further periodically (every year)

  Action by shri.P.Kamaraj – HoD,(SE)

➢ The meeting ended thanks to chair.

Sr. Consultant (R&D)

K.B. 22/10/2020

Lecturer- AIL/

Member Secretary (IQAC-NAAC)

Deputy Registrar (Admin)/

Chairperson (IQAC-NAAC) 4/XI/2020