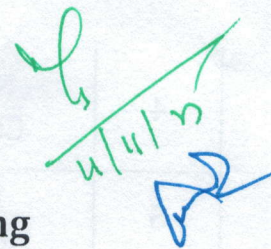


S.A. COLLEGE OF ARTS & SCIENCE



Internal Quality Assurance Cell – Meeting

Date: 06-11-2025

Time: 11:15 a.m.

Venue: Correspondent's Cabin

Agenda:

1. Review of Previous Meeting Minutes & Action Taken Report (ATR)
2. Institutional Development Plan (IDP)
3. Outcome-Based Education (OBE) & Examination Reforms
4. Monthly Review Meetings
5. Alumni Association – Bye-laws & Registration
6. Quality Initiative – Robust Process Mechanism (RPM)
7. Institutional Objectives & Faculty Performance Appraisal
8. NAAC Parameters – Binary Accreditation Readiness.
9. Ranking Frameworks – NIRF, AISHE & Other Surveys
10. ERP Implementation and Monitoring
11. Internal and External Academic Audit
12. Proposal for Establishing Research Centre(s)
13. Best Practices and Institutional Distinctiveness
14. Any Other Item with the Permission of the Chair / Walk-in Items

MINUTES OF THE MEETING

The following matters were discussed and decisions were taken in the meeting:

- **Review of Previous Meeting Minutes & Action Taken Report (ATR)**

Sl. No.	Action Item	Owner	Status	Evidence/Link
1	Circulate RPM framework to all departments	IQAC	Completed	Mail Circular / Shared drive path
2	Alumni Association Meeting	IQAC + HoDs	Completed	Website & IQAC Drive
3	Quality in Admission Process (SOPs, Checklists, etc.)	IQAC + Admission SPOC	Completed	Admission Policy

4	NAAC Data Compilation	IQAC + NAAC Champions	Completed	IQAC Drive
5	Feedback Mechanism	IQAC + HoDs	Pending	IQAC Drive
6	Website Inputs	IQAC + HoDs + Website i/c	Pending	IQAC Drive

- **Institutional Development Plan:**

- The Institutional Development Plan for the next five years (i.e., 2025–2030) has been prepared, focusing on research centres, an incubation centre, an eco-friendly campus, faculty/student exchange programs, NIRF ranking, consultancy projects, international collaborations, patent grants and publications, and alumni engagement.
- All these points will be monitored with the Correspondent on a monthly basis.

- **Outcome-Based Education (OBE) & Examination Reforms:**

- OBE is to be calculated for all programmes to align with NEP guidelines; the new NAAC framework also emphasizes attainment levels.
- Accordingly, the template preparation is in progress.

- **Monthly Review Meetings:**

- Department review meetings, in the presence of the Correspondent, Director, and Principal, will be held monthly to assess departmental attainment levels and individual objectives.

- **Alumni Association – Bye-laws & Registration:**

- We conducted our first Alumni Meet on 15 August 2025.
- The Department of Tamil will take the initiative to conduct the office-bearers' election, after which the bye-laws will be drafted for Alumni Association registration.

- **Quality Initiative – Robust Process Mechanism (RPM)**

- The IQAC reiterated the importance of the Quality Initiative on the Robust Process Mechanism (RPM).

- All departments must adhere to mapped processes, maintain evidence paths and track KPIs/ATR.
- **Institutional Objectives & Faculty Performance Appraisal**
 - Individual objectives were issued at the start of AY 2025–26, differentiated by faculty experience.
 - Faculty must review their attainment against these objectives and complete the interim appraisal by November 2025.
 - A formal notification from IQAC will be issued shortly.
- **NAAC Parameters – Binary Accreditation Readiness**
 - All NAAC templates related to students, faculty, and activities for 2021–22 to 2025–26 have been completed;
 - However, the qualitative narratives and remaining quantifiable data are pending.
 - The respective champions are working on these items, with a deadline of 22 November 2025.
- **Ranking Frameworks – NIRF, AISHE & Other Surveys**
 - Three NIRF review meetings have been completed to analyze the causes of lower scores across parameters.
 - Heads are preparing department-wise action plans with clear targets and timelines.
 - AISHE metrics require attention; several fields were marked “Nil” and must be verified, corrected, and updated with supporting evidence.
- **ERP Implementation and Monitoring:**
 - Approximately 70% of CAMU ERP implementation is complete; remaining gaps will be identified and resolved immediately to ensure error-free reports.
 - OBE attainment level calculations are being working under CAMU ERP and it will be ready for the upcoming semester.
 - The feedback module is live—students can take the survey, and the analysis is auto-computed within the ERP.
- **Internal and External Academic Audit**
 - The External Academic Audit for AY 2024–25 will be conducted

in November 2025, with external experts invited to review and provide feedback.

- The Internal Academic Audit for AY 2025–26 will be conducted in December 2025.

- **Proposal for Establishing Research Centre(s):**

- At least two eligible Research Supervisors in the concerned department with Doctorates.
- Also requires 2 years post-Ph.D. teaching / research experience in the post
- Affiliated colleges must also have successfully graduated two PG batches
- Professors: 5 peer-reviewed / refereed journal publications (SCOPUS/WoS/PubMed/SCI listed).
- Associate / Assistant Professors: 3 such publications.

- **Best Practices and Institutional Distinctiveness:**

- The IQAC reiterated the Robust Process Mechanism (RPM) as a college-wide best practice and approved its adoption in every department.
- Each department will also document two discipline-specific best practices aligned to our institutional distinctiveness

Convened by:

Mr. P. Venkatesh Raja, Correspondent

Dr. V. Sayi Satyavathi, Director

Dr. Malathi Selvakkumar, Principal

Dr. S. Ganapathy, Coordinator, IQAC

Recorded by:

Dr. S. Ganapathy, Coordinator, IQAC



Attended by:

IQAC Members