

S.A. COLLEGE OF ARTS & SCIENCE

Internal Quality Assurance Cell – Meeting

Date: 09-04-2026

Time: 11:00 a.m.

Venue: MBA Board Room

Agenda:

1. Review of Previous Meeting Minutes & Action Taken Report (ATR)
2. IDP Progress Review (2025-2030)
3. NAAC - Binary Accreditation Readiness
4. NIRF 2025-26 Post Submission Review
5. ERP Implementation
6. OBE - Attainment Review
7. Academic Audit Follow-up
8. Faculty Performance Appraisal & Work Audit
9. Quality Initiative
10. Alumni Association Registration
11. Any Other Item with the Permission of the Chair / Walk-in Items

V-Sri Suli
15/4/26


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	Feedback Mechanism	IQAC + HoDs	On-going Process	IQAC Drive
2	Website Inputs	IQAC + HoDs + Website i/c	On-going Process	IQAC Drive

- **Institutional Development Plan:**

- The attainment level and progress of the Institutional Development Plans have been reviewed (Annexure I).

- **NAAC – Binary Accreditation Readiness Status:**

- Three structured training sessions have been successfully

conducted with the NAAC Consultant to orient the team on Binary Accreditation requirements.

- A common standardized format has been developed and implemented for capturing quantitative data for all activities from the academic year 2023–24 to date.
 - The remaining quantitative metrics are yet to be finalized and will be discussed and validated with the NAAC Consultant.
 - Work on qualitative metrics (DVV narratives / institutional practices) is currently in progress and will be strengthened further.
 - Key institutional manuals have been prepared (Annexure 2)
- **NIRF 2025-26 Post Submission Review:**
 - **EWS Data Inconsistency:** Incomplete and inconsistent entries in the database, particularly with respect to income levels, caste details, and EWS classification, leading to difficulty in accurate data segregation.
 - **Placement & Higher Studies Data Gaps:** Department-wise data on placements and higher studies is not adequately updated, resulting in delays and challenges in consolidating accurate NIRF submissions.
 - Departments are currently working on the comparative analysis for the academic years 2024–25 and 2025–26 with Action Plan.
- **ERP Implementation:**
 - Implemented the following Modules viz., Student Module, LMS Module, HR Module, Students Bonafide & Billing Process.
 - The pendings are OBE, Deviation in the Results Analysis and Deviation in the Teaching Plan Report.
- **OBE - Attainment Review**
 - The OBE attainment process flow was discussed, covering CO definition, target setting, data collection, and computation of CO and PO attainment levels. Further, analysis was carried out to identify gaps, followed by formulation and implementation of action plans, with periodic review for continuous improvement.
 - It was also proposed to invite Dr. Bharathi, Sathyabama University, to deliver a detailed overview on OBE through an

FDP. The date will be finalized based on the examination timetable.

- **Academic Audit Follow-up:**

- The Academic Audit for the AY 2024–25 has been completed, and the overall observations have been presented.

Area	Risk Level	Management Attention
OBE Attainment & CO-PO Mapping	High	Training + monitoring
Research Output & Funding	High	Incentives & mentoring
Alumni Registration & Tracking	Medium	Formalization needed
Student Progression Data	Medium	Central Tracker
Best Practices Documentation	Medium	Outcome Indicators

- **Faculty Performance Appraisal & Work Audit:**

- All faculty members are required to complete the Faculty Performance Appraisal Form on or before 30.04.2026 and submit it in soft copy only to iqac@sacas.ac.in

- **Quality Initiative:**

- The concept of a Robust Process Mechanism (process dependency rather than person dependency) was discussed and emphasized.
- It was resolved to strengthen process documentation and ensure adherence to best practices across departments.
- Emphasis was given to improving data accuracy, consistency, and retrieval efficiency.
- The need for structured monitoring and evaluation mechanisms for continuous improvement was highlighted.
- It was proposed to reduce human intervention by automating routine processes wherever feasible.
- Focus was placed on enhancing turnaround time (TAT) by eliminating redundant steps.

- **Alumni Association Registration:**

- Except for Alumni Data Management and Alumni Contribution,

all other components pertaining to the Alumni Association—namely Objective Setting, Committee Constitution, Statutory Registration, By-laws Formulation, Official Launch, Stakeholder Engagement, Program Execution, and Documentation & Evidence—are pending from the Department of Tamil.

- **Any Other Item with the Permission of the Chair / Walk-in Items**
 - **Dr. Viji, Director – SoM, suggested**
 - adopting uniform formats for all templates.
 - All committees should be aligned with IQAC, and a process flow for IQAC is to be prepared.
 - Emphasis was placed on avoiding duplication of work and ensuring streamlined processes.
 - IQAC shall monitor and share periodic ad-hoc reports (e.g., publications, patents, etc.).
 - It was proposed to recognize the best department on a monthly basis.
 - Circular numbering system to be implemented for better centralization and tracking.
 - Concerns were raised regarding unnecessary blocking of the auditorium; organizers must ensure proper cancellation entries in the register if events are called off.
 - It was resolved that hard copy submission is not mandatory for the Academic Audit, and all documents may be presented in soft copy.

Convened by:

Dr. V. Sayi Satyavathi, Director

Dr. S. Ganapathy, Coordinator, IQAC

Recorded by:

Dr. S. Ganapathy, Coordinator, IQAC

Attended by:

IQAC Members

Institutional Development Plan (Five Years Plan from 2025)

S. No.	Plan Description	How to Achieve (Action Plan)	Target Timeline	Remarks	Status
1	Introduce Research Programmes (Ph.D.)	Identify high-demand disciplines (e.g., Commerce, & Management). Apply for Madras University / AICTE approval. Recruit Ph.D. guides and strengthen research resources.	2028	Begin one Ph.D. Research Centre; expand gradually.	Application received from R&D, University of Madras; disciplines and research guides identified.
2	Establish Research & Innovation Cell with Seed Grants	Form Research Advisory Committee. Allocate annual budget for seed money. Motivate faculty / student projects & UGC / ICSSR proposals.	2029	Can integrate with IQAC and align with SDGs for visibility.	Seed funding has been provided to faculty and students; a formal allocation process is being structured.
3	Create Incubation & Entrepreneurship Centre	Tie-up with industry / startup forums. Organize entrepreneurship bootcamps. Provide workspace, mentors & funding links.	2026	Connect with BYST / MSME / StartupTN schemes for external support.	Yet to be initiated
4	Develop Eco-friendly Campus (solar, rainwater, green audit)	Install solar panels phase-wise. - Strengthen rainwater harvesting. - Conduct annual Green & Energy Audits.	2025	Improves NAAC / NIRF & branding as "Green Campus".	Tie-up established with Nature Science Foundation for Green and Energy Audit; implementation to commence shortly.
5	Expand Hostel & Transport Facilities	Conduct needs survey among students. Phase-wise expansion of hostel capacity. Add new bus routes for outreach.	2028	Support growing admission numbers.	Hostel expansion construction has commenced; additional bus facilities will be introduced based on demand.
6	Introduce Faculty & Student Exchange Programmes (MoUs)	Sign MoUs with foreign universities. Start with short-term exchanges / online collaborations.	2029	Begin with Asian partners, later expand globally.	Initial discussions initiated by Director-Admin & CDC with foreign universities.
7	Apply for NAAC Binary & Multiple Levels	Complete NAAC Binary Accreditation & Levels	2025	Align IQAC activities with revised NAAC framework.	Quantitative data compilation is in progress; qualitative data documentation is yet to be completed.
8	Autonomous Status	Apply to University of Madras & UGC for autonomy with NAAC certificate, IQAC reports, and academic audit data.	2027	Autonomous status can only be applied for after securing NAAC accreditation with a minimum grade	Dependent on NAAC accreditation; currently not within control.
9	Achieve Top 300 Ranking in NIRF (College Category)	Strengthen publications & citations. Enhance placement & outreach. Improve peer perception through branding.	2030	Dedicated NIRF faculty & yearly review required.	Department-wise analysis completed; further improvement strategies to be discussed.
10	Increase Faculty Research Projects & Consultancy	Motivate for ICSSR / UGC projects. Offer incentives for consultancy tie-ups. Conduct FDPs on proposal writing.	2028	Target 2-3 funded projects per year.	Faculty members have initiated applications for ICSSR and other funding agencies.

S. No.	Plan Description	How to Achieve (Action Plan)	Target Timeline	Remarks	Status
11	Establish International Collaborations	Sign MoUs with foreign HEIs. Conduct joint seminars / conferences.	2030	Link with SDG & NEP 2020 vision for global exposure.	Joint seminars conducted with AIMST University, Malaysia; further collaborations are under discussion.
12	File at least 25 Patents in 5 Years	Conduct awareness workshops. Encourage innovation based student projects. Provide financial / legal support for patent filing.	2025 - 2030	Target 5 patents per year (faculty + students).	Patent filings have increased compared to previous years; focus on knowledge translation and quality enhancement is required.
13	Strengthen Placements & Career Development Cell	Centre of Excellence (CoE): Create domain-specific centres (e.g., FinTech, Data Analytics, Media Communication) with industry funding.	2027	Target: 80% campus placement by 2030. Focus on IT, BFSI, Media, and core sectors. By 2027 the package should be more than 480,000 p.a.	Placement performance is strong; focus needed on increasing average salary from ₹2.5 LPA to ₹3.5 LPA.
14	Alumni Engagement & Endowment Creation	Register Alumni Association formally. Launch Alumni Fund / Endowment scholarships. Alumni as guest lecturers, recruiters, donors.	2027	Improves NAAC (Alumni Contribution) & placements.	Alumni meet conducted; formal registration process is yet to be completed.

Institutional Manual Preparation & Responsibility Tracker

S. No.	Manuals / Policies / Procedures / Rules, etc.	Description	Responsibility	Status
1	HR Manual / Policy (For all categories of Staff Members)	Organizational Structure, Recruitment, Selection, Promotion, Leave Rules, Framing the Objectives, Performance Appraisal (Interim & Final), Retirement, Resignation (Exit Formalities), Payscale, Job Description, Staff Welfare, TDS, etc	Mr. Krishnan R	Partially Completed
2	Examination Manual / Policy	Examination Cell Structure, Types of Examinations, QP Setting, TT Preparation, Invigilation Duty, Instructions to Students & Invigilators, QP Feedback, Answer Script Collection, Evaluation Process, Mark Entry / Results Analysis, Weightage of Internal Marks, Malpractice Procedure, Moderation, University Theory Examination Process, University Practical Examination Process, Skill Enhancement Courses Examinations, Attainment Level, Revaluation Process, Re-totalling Process, Manual Examination Application, Scribe Request Process, University Mark Statements, Provisional & Degree Certificates, etc.	Exam Cell Mr. Dharmaraj Mr. Arjun	Partially Completed
3	Admission Manual / Policy	Admission Committee, Course Eligibility, Course Fee, Admission Process (viz., Pre-Registration Process, Brochure Preparation, NPF-Meritto Application, Merit List, Counseling, Fee Payment), CRM Support (viz., NPF, Collegedunia, CollegDekho, Shiksha, etc.), Merit Scholarship, Sports Scholarship, Concessions & Referral, MUFES, Admission Tracker, Admission Register, Counseling Checklists Templates, Collection of Original Documents, Daily/Weekly/Monthly Reports to Management, Management Quota Process, etc.	Mr. Thanga Kumaran M	Completed. However, clarification is required.
4	Committees & Cells	Composition of Members, Frequency of Meeting, Roles & Responsibilities, Action Taken Report (ATR), etc.	Dr. Viji R	Completed. However, clarification is required.
5	Library Manual	Vision & Mission Statement, Composition of Library Members, Library Timings, Automated Library System, Digital Library, Reprographic & Scanning, Online Access to Inlibnet, Nlist, Resource Materials, etc., Library Access Rules, Book-bank Facility, Stock Verification Process, Registers, Best Library User, New & Existing Programmes Book Request, Weekly / Monthly Report to the Management, etc.	Dr. Muruganantham G	Completed. However, clarification is required.
6	Professional Ethics Manual	Ethical Practices of Management, Ethical Code for Faculty, Non-Teaching Staff, Students, Violation & Action on it, Grievance, etc.	Dr. Padmanabhan L	Completed. However, clarification is required.

S. No.	Manuals / Polices / Procedures / Rules, etc.	Description	Responsibility	Status
7	Laboratory Manual	Lab Rules & Regulations, Safety Process, Inventory Management, Maintenance of Registers, Lab Hour Time Table, etc.	Mrs. Sathyabama D	Completed. However, clarification is required.
8	Infrastructure & Resource Management Manual	Process Steps viz., Identification of Needs, Usage Metrics, Budget, Stock & Asset Registers, AMC, Review Mechanism, etc.	Dr. Purushothaman G	Partially Completed
9	Research & Innovations Policy	Composition of Members, Frequency of Meeting, Roles & Responsibilities, Action Taken Report (ATR), Seed Money, Financial Assistance from Management, Plagiarism Software, Research Ethics, Funding (ICSSR, CSR, etc.), IPR, etc.	Dr. Sreeya B	Pending
10	Training & Placement Manual	Structure of CDC, Pre-Placement VAC (Vendor, Cost factors, Training Calendar, Course Module, Approval Process, Trainer Profile, Feedback from Students, etc.), Placement Process Flow (Eligibility, Registration, Pre-Placement Talk, Screening Tests, Offer), Internship, Industrial Visits, Placement Report, etc.	Dr. Prabakar K S	Pending
11	NIRF Data Manual	NIRF Data Collection Process, Timeline, Parameter Matrix Calculations, Review Meeting, Post-Submission Analysis to Management, etc.	Dr. Ganapathy S	Partially Completed
12	AISHE Data Manual	AISHE Data Collection Process, Timeline, Review Meeting, Post-Submission Analysis to Management, etc.	Mr. Krishnan R	Pending
13	IT Policy	Role of System Administrator, List of IT Resources Available (viz., Computers, Servers, ERP, Internet, Software, Hardware, etc.), Data Back-up, Cyber Security, Data Protection, AMCs, IT Audit, E-Waste, ERP Process Flows, Stock Registers in ERP, etc.	Mr. Chandrasekar P	Completed. However, clarification is required.
14	Academic Excellence Manual	Process flow for OBE, AAA, LMS, Mentoring, FDPs, Swayam/NPTEL, KPI, Academic Calendar, Time Table, Lesson Plan / Log Book, Feedback, etc.	Dr. Latha R Dr. Karthika P	Completed. However, clarification is required.
15	IQAC Process	IQAC Composition, Quality Policies, Internal Academic Audit, ATR on Feedback, AQAR, NAAC, NIRF, AISHE, Rankings, Documentations, Review Meetings, Best Practices, etc.	Dr. Ganapathy S	Completed. However, clarification is required.
16	Approvals for New & Existing Programme	Process Flow - Timeline, Online Submissions, Data Collection viz., TT, Workload, Infrastructure, etc.), Inspection Process, etc.	Dr. Srinivasan R	Partially Completed

S. No.	Manuals / Policies / Procedures / Rules, etc.	Description	Responsibility	Status
17	AICTE Approval Process	Processes related to Extension of Approval (EOA), Intake Increase, New Course Introduction, Timeline, Data Preparation (Faculty Details, Student Details, Infrastructure, Land & Building Details, etc.), Document Upload, Application Fee, Scrutiny Committee, EVC, etc.	Dr. Viji R	Completed. However, clarification is required.
18	Process Manual for Organizing an Event	Process Flow for Before Start of the Event, During the Event and After the Event. Events viz., GLs, Conference, Workshop, Inter-Collegiate Management Meet, Inter-School Competition Event, etc.	Dr. Ambika G	Partially Completed
19	MoU Process Manual	Identification of Industry, Proposal Submission (purpose), MoU Drafting Process, Duration, Approvals, Implementation, Review, Renewal, etc.	Dr. Anuja V	Partially Completed
20	Renewable Energy Manual	Solar Power System, LED, RWH, Battery Storage, etc - Project Planning, Quotation, Approval, Installation, Monitoring, AMC, Audits, KPIs, etc.	Mr. Vijayakumar M	Pending