



GURU NANAK COLLEGE (AUTONOMOUS)



Guru Nanak Salai, Velachery, Chennai - 600 042

Affiliated to the University of Madras

Re-Accredited @ 'A' Grade by NAAC

ISO 9001 : 2015 Certified Institution

A Unit of Guru Nanak Educational Society®

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INTERNAL QUALITY ASSURANCE CELL

Dr. M.G. Ragunathan
Chairman

Dr. Swati Paliwal
Coordinator

MINUTES OF THE MEETING

Date: 27.11.2020 | Day: Friday | Time: 11.00 am |

Mode: Online Google Meet: <https://meet.google.com/qii-pjue-ubq>

AGENDA:

- Issue of official letter of appointment to IQAC Coordinator
- Preparation of shortened Academic calendar for the year 2019-2020
- Planning & preparing AQAR templates
- Planning for the establishment of Guru Nanak Media Center
- Inclusion of Student Curricular and Co-curricular activities conducted in Online mode in AQAR
- Any other matter

MEMBERS PRESENT:

Dr. Swati Paliwal	IQAC Coordinator
Dr. N. C. Rajashree	Vice Principal II
Dr. J. Jayanthi	Dean Research
Ms. T. Saroja	Associate Professor, Department of Chemistry



Dr. S. Rajini Surendranath Head, Department Computer Science
Dr. D. Shoba Assistant Professor, Department of Business Administration
Dr. P. Rajan Assistant Professor, Department of Marketing Management

- The official letter of appointment as IQAC Coordinator was issued to Dr. Swati Paliwal by the General Secretary and Correspondent, and insisted that all the members to work with dedication and extend fullest cooperation to get the highest grade in NAAC. Dr. Swati Paliwal insisted all the staff should work as a team for the betterment of the college. She also informed that the AQAR is to be prepared and uploaded tentatively by December 15th 2020. The Department Coordinators were asked to furnish the requirements as per the templates by 05.12.2020 to the IQAC office through email
- Dr. D. Shoba highlighted the various aspects of all the Seven Criterion one after the other and cleared the doubts raised by the staff members

DECISION TAKEN

- Dr. Rajan is entrusted to prepare the academic calendar in its condensed form
- Dr. Shoba is instructed share the templates for the preparation of AQAR and submit the filled in templates to the IQAC on or before 05.12.2020
- It was also decided to include the curricular/co-curricular activities conducted through online mode during the pandemic period in the AQAR
- Department coordinators were requested send the details of academic and non-academic related activities apart from the AQAR templates



- Guru Nanak Media Centre to be established for the creation of e-content and media services.
- Departments were instructed to send their queries to IQAC through mail
- Future plan for the next academic year to be provided by all departments



PRINCIPAL
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