



Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Re-accredited With "A++" Grade by NAAC

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING HELD ON 24-01-2024

DATE OF MEETING: 24-01-2024

TIME OF MEETING: 02.30 PM

VENUE: BOARD ROOM, MAIN BLOCK, DDGDVC

MEMBERS PRESENT

1. Shri. Ashok Kumar Mundhra
2. Dr. S. Santhosh Baboo
3. Dr.G.Bhaskaran
4. Dr.S. Chinnammai
5. Mr.Kottaram.V.Ramesh
6. Ms.Jayasheela Padmanabhan
7. Mr.R.Sinivasagopalan
8. Dr.S.Narayanan
9. Dr.M.D.Balakumaran
10. Dr.R.Kumaran
11. Dr.B.Sulupriya
12. Dr.B.Krithiga
13. Dr.M.Akhila
14. Dr.G.Yamuna
15. Mr.M.Balamuralikrishnan
15. Dr.S.Vaithiyasubramanian
16. Dr.Harshalatha.V.Shah
17. Ms.V.Shyamala Devi

AGENDA OF THE MEETING

1. Review of IQAC activities done in the Academic year since June 2023.
2. Review of AQAR 2022-23.
3. Review of upcoming events for this Academic year.
4. New initiatives taken by IQAC.
5. To consider the awards for the faculty for their research contribution.
6. Any other item with the permission of the chairperson.

MINUTES OF THE MEETING

1. The meeting began with college prayer to invoke the blessings of our presiding deity.
2. The Chairman of IQAC, Dr. S. Santhosh Baboo welcomed the Secretary, External members and Internal members present in the meeting.
3. In his welcome address, the chairman highlighted the role of IQAC and its members towards the upliftment of the institution, as we are marching towards total student strength of 12,000.
4. The chairman also emphasised the contribution of IQAC for participation and improvement in various accreditations and ranking processes.
5. The Chairman highlighted that the institution is planning to collaborate with Tata Consultancy Services for internship, placement and value additions to the students.
6. The Secretary, Shri Ashok Kumar Mundhra, stress the importance of IQAC role in implementing the quality initiatives in the institution for the betterment of various stakeholders.
7. Dr S. Narayanan, IQAC Coordinator made a presentation on the above said agenda and the activities of IQAC.
8. AGENDA 1- Review and summary of the following IQAC activities done in the Academic year since June 2023:
 - 1) Various programs conducted by IQAC was presented and the external members appreciated the various efforts in organizing the quality programme towards the benefit of various stakeholders

9. AGENDA 2- Review of AQAR 2022-23

- 1) The coordinator in his presentation added that the IQAC has appointed Department level IQAC Coordinators who will act as the point of contact for maintaining the records of the department and taking care of quality initiative.
- 2) The Coordinator introduced the IQAC members and highlighted their roles and responsibilities of their criteria.
- 3) The submission of AQAR 2022-23 will be tentatively during the month of February 2024.

10. AGENDA 3- Review of upcoming events for this Academic year:

- 1) Internal audit of all departments by the IQAC members in the month of February 2024.
- 2) Academic and Administrative Audit (AAA) by External experts in the month of March 2024.
- 3) A workshop on “CO-PO attainment” will be conducted in the month of March 2024.
- 4) A special training programme for the Non-teaching staff for effective administration in the month of May 2024.
- 5) Suggested to focus on organising multi-disciplinary and inter-disciplinary events at department level for the benefit of faculty members in various disciplines in the month of April 2024.
- 6) To conduct “Green Audit” in the month of May 2024.

11. AGENDA 4 - New initiatives taken by IQAC

IQAC proposed the following initiatives for continuous monitoring and to main the quality parameters of the institution:

- 1) To submit monthly report of all activities undertaken by the departments at the end of that respective month.
- 2) The IQAC along with Research Development Council (RDC) has effectively revised ‘Vaishnav Research Policy’ to create an environment for robust and constructive engagement among the faculty members of the institution.
- 3) The management has approved a Publication grant up to Rs.20,000/- for each faculty.

- 4) The institution also took effort to provide seed money for Research projects and invited applications from faculty members for the same in the month of December 2023. A total of 28 applications for Research projects were received from the faculty members and 16 projects were approved by the external experts, and a seed money of Rs.25000 and Rs.20000 were granted to the faculty members who belong to science stream and arts stream respectively.
- 5) IQAC has also framed policy for reimbursement of claim up to Rs.5000 per faculty for attending Conferences, Seminars, Workshops, Membership in professional bodies etc.
- 6) IQAC in has also been successful in implementing E-governance in almost all areas of academics and administration, with special mention to Department events, Publications, Reimbursement of claims etc. with the help of our E-governance Cell and Data Centre.
- 7) IQAC also took initiative to attend the needs of Advanced learners by offering the following:
 - To Provide Internships with the help of placement cell
 - Encourage to write research articles along with faculty members.
 - Competition among the Advanced Learners (Model UN, G20, Parliament)
 - Encourage to present their new ideas to present in Institutional Innovation Council board
 - To permit to participate and utilize the lectures / seminars / conference organized by DDGDVC.

12. AGENDA 5- To consider the awards for the faculty for their research contribution:

- 1) The IQAC has also put forward the proposal to consider for giving Awards and Recognitions to the faculty members for their contribution towards research and holistic growth of the institution under the following categories.
 - Best Department Award
 - Best Department in students progression
 - Best Researcher Award
 - Best Clubs Awards.

- Best Research Guidance Award.
 - Beyond the call of Duty
 - Janitorial Staff Award
- 2) The chairman of the IQAC, Dr. S. Santosh Baboo added that the above proposal is only under consideration and if implemented, the eligibility of faculty members for the above recognitions will be appraised by external experts.
 - 3) The chairman suggested that a new framework will be created with the advice of the external experts.

13. AGENDA 5- Any other item with the permission of the chairperson.

Then the forum was opened for discussion and review of all activities undertaken by the IQAC since June 2023 and the following suggestions were put-forth by the external members:

- 1) Dr. Bhaskaran suggested that the institution can consider introducing “Lab to Field” programme for the students, which will benefit them to have practical acquaintance and real time experience of what they learn in the classroom. Dr. Bhaskaran also advised to encourage students to engross into more extension activities and community services towards holistic development.
- 2) Dr. S. Chinnammai suggested that the institution should positively channelize their MoU’s with Foreign universities in order to get placement and better salary package for the students. She also recommended that the institution should be dynamic in all social media platforms by posting academic and socially relevant post, contents, announcements etc.
- 3) Dr. Jayasheela Padmanabhan appreciated the efforts taken by the IQAC with respect to Student Exchange programmes and signing MoU with Foreign organisations. She suggested to have blended programs for the students to reduce the financial constraint, which also increase the enrolment of students in such programs. Dr Jayasheela also added that the trainers can also be trained under the MoU’s, where the faculty members can have an enhanced knowledge sharing and enrichment. She also suggested the IQAC to consider to organise “Mock Job Fairs” for the students to apprehend the trends in the industry, which will help them to well prepare for jobs in the future.
- 4) Mr. Kottaram. V. Ramesh put-forth his opinion to focus on more Technology embedded courses like Block chain, IoT, Cyber Security etc. to the students.

He also suggested that his organisation, 'SkillsDA' is offering specialised course on Data Protection and Financial Cyber Security for non -science students as well. He also extended his support to make arrangements for students and faculty members to visit his organisation to comprehend the inevitability to take up courses related to cyber security, and also offered internships for students in Cyber security and AI.

14. The above suggestions and deliberations by the experts were well taken by the Secretary, Chairman and the Coordinator and they assured that they will look into it.

15. The meeting was concluded with a formal 'Vote of Thanks' by the IQAC Coordinator, Dr S Narayanan.



Co-ordinator- IQAC

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Chairman- IQAC

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INTERNAL QUALITY ASSURANCE CELL **MINUTES OF THE MEETING HELD ON 17-10-2023**

DATE OF MEETING: 17-10-2023

VENUE: NAAC ROOM, MAIN BLOCK, DDGDVC

MEMBERS PRESENT

1. Dr S. Santhosh Baboo
2. Dr. S. Narayanan
3. Dr.M. D. Balakumaran
4. Dr. R. Kumaran
5. Dr. R. Vasanthi
6. Dr. S. Vaithiyasubramanian
7. Dr. M. Akhila
8. Dr. D. Pourkodee
9. Dr. Harshalatha.V.Shah
10. Dr.S.Hariharan
- 10.Ms.V.Shyamala Devi

AGENDA OF THE MEETING

1. To discuss on progress of activities since June 2023
2. To update the IQAC page in the web portal of DDGDVC.
3. To present and review the submission of AQAR for 2022-23.
4. Any other matter for quality additions and improvement.

MINUTES OF THE MEETING

1. The meeting began with welcome address by the Principal where he highlighted the role of IQAC and its members towards the progress of the institution.
2. The Coordinator highlighted that the institution has effectively revised the Research Policy for the faculty members of the institution to strengthen the Research practices and collaboration in the institution.
3. The Coordinator then appreciated steps taken by 'Dissemination of information' team led by Dr. G. Yamuna, Member, IQAC for handling and promoting the various events related information in the social media pages.
4. It was also added that the latest updations undertaken in the E-Governance portal has been successful and IQAC is effortlessly able to collect, compile and maintain data with respect to the activities conducted by various departments throughout the institution.
5. The coordinator then discussed about the various changes to be done in the IQAC page in the college website and suggested, Dr.M.Akhila, Member, IQAC to initiate the process and also to get inputs from the members of IQAC.
6. With regard to this submission of AQAR for the academic year 2022-23, the following documents were shared for the perusal of IQAC team members and requested their immediate attention with respect to each criteria for successful submission of AQAR:

- Latest revised NAAC manual for autonomous colleges
 - SOP for submission of AQAR for autonomous colleges
 - Template for submission of AQAR in Excel format
7. The following points were brought to notice by the Coordinator during the course of the meeting:
- The college is planning to come up with new issue of college newsletter named as 'DGVC Times'
 - Appointment of Mr Deepak as IQAC Assistant who will be in charge of maintenance of IQAC records and IQAC office.
 - The IQAC will upload the format for submitting research proposals in the LMS portal for easy access and updation by the faculties of the institution
 - The format for the request of reimbursement of claim for publications, attending conference/seminar/FDP etc will also be uploaded in the LMS portal soon and the same has to be submitted on or before 30th of October 2023.
8. When the forum was open for discussion on any other matter, Dr.Harshalatha, Member, IQAC suggested that the IQAC should prepare a common format and template for invitations and banner for the in-house events so as to maintain uniformity. The suggestion was well taken and it was decided to share the common format in the upcoming Heads of the departments meeting.
9. Dr.Harshalatha has also suggested that all official communication to be sent to the IQAC members through their official email-id, apart from sharing in WhatsApp platform in order to keep a track of all data and information shared among the IQAC members

10. The members of IQAC has raised their concern in submission of research proposal to external experts, where there is a possibility of breach of maintaining confidentiality regarding the topic of research and it was decided to bring it to the notice of the Head of the institution and the Research Development Cell (RDC) for further discussion.
11. Ms.D. Pourkodee asked for clarification regarding the difficulty in submission of original receipt of payment of fees for reimbursement of claim for attending seminars/conferences/FDP etc, but it was decided that G-Pay/SMS/Bank account transfer to any personal account cannot be considered for reimbursement of claim as mentioned in the Research policy.
12. It was also decided to conduct the meeting of members of IQAC in frequent intervals to effectively build and ensure a quality culture at the institutional level.
13. The meeting was dispersed, and the members are requested to send their suggestions to IQAC by e-mail.
14. Co-coordinator thanked all the members for their active involvement and their valuable contributions to maintain the quality parameters framed by the institution.



COORDINATOR- IQAC

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CHAIRMAN-IQAC

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