



CIRCULAR FOR MEETING

Ref.: IQAC / SBV / Circular / 27.05.2019

Sub: Call For Meeting- Reg

- Name of the Committee/Meeting -Feedback Committee
- Time/ Venue: Between 10 to 11 AM , Ground Floor, QMS Conference Hall on 31.05.2019
- All the committee members are requested to attend.
- The Agenda of the meeting is as follows.

SL. NO	AGENDA
1.	Calling of meeting to order
2.	Quorum confirmation
3.	Apologies if any
4.	Minutes of the previous meeting
5.	Approval of the minutes of previous meeting
6.	Review of pending action items
7.	New matters/agenda a. Feedback forms and process b. Minutes of the meeting form format c. Event report form format d. Any other agenda
8.	Any point from the floor as per NAAC /NIRF guidelines
9.	Closure of meeting

Dr. Carounanidy Usha
Director Accreditation, IQAC

Dr. CAROUNANIDY USHA
Director - Accreditation
Sri Balaji Vidyapeeth Deemed to be University
Pillayarkuppam, Puducherry - 605 402.
INDIA




Ref: IQAC / SBV / Minutes / 03.06.2019

AGENDA

SL.NO.	ITEM	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Minutes of previous meeting	Nil	Nil
2	Pending action	Nil	Nil
3	New matters		
a.	Feedback	The meeting discussed on feedback system existing @ SBV	<p>Feedback system existing in all constituent colleges may continue so in the same form. But decided to make it online in google form.</p> <p>Feedback forms however will be fine-tuned to include questions on student satisfaction survey by NAAC, Feedback analysis and action taken report is absent in all colleges. Decided to start this at the earliest. Uniform format for action taken report must be distributed.</p> <p>Separate URL to be created in the website to upload the related documents.</p> <p>PG feedback to be introduced.</p> <p>A common template for the feedback of employers and professionals to be done IQAC and circulated to all colleges.</p> <p>IGIDS to help KGNC to form google forms.</p>
b.	Student Satisfaction Survey	The need to do the students satisfaction survey advised by NAAC for sensitisation of students was discussed	Assigned to IQAC to implement the same. Online questionnaire will be done by IQAC and circulated to the feedback committee to be executed.
c.	Event Report	To use the event reporting form of IQAC, considered as the best practice by previous NAAC report,	Assigned to IQAC to circulate the same. To take the inputs of MAPCOM committee also.





		<i>uniformly in all colleges and centres</i>	
d.	Minutes of the meeting form standardisation	<i>To have a uniform format to record the minutes of the meetings at SBV</i>	<i>The MGMCRI model has been chosen as the best practice and decided to use the same template with modification and to circulate to all with immediate effect.</i>
e.	AQAR/Quality Indicators Information on website	<i>Decided to have separate meeting with Content Manager /SBV</i>	<i>Assigned to IQAC to discuss with concerned and arrange meeting for the same.</i>
f.	Photographs of the above meeting held on 31.5.2019 is enclosed 		
5	Plan for next meeting	<i>Recommended to have IQAC members meet on every fortnight.</i>	<i>Will be decided by Director Accreditation shortly</i>
6	Closure of meeting	<i>Director Accreditation concluded the meeting thanking all the members present with request to execute the above strategies at the earliest.</i>	

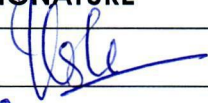





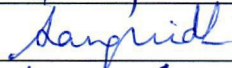
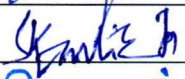
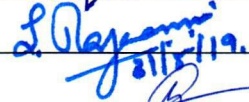

Signed :

Name : **Dr. USHA CAROUNANIDHY**
Dr. CAROUNANIDY USHA
Director - Accreditation

Sri Balaji Vidyapeeth Deemed to be University.
Pillayarkuppam, Puducherry - 605 402.
INDIA



MINUTES OF THE MEETING ON 31/5/19.

SL.NO	MEMBERS PRESENT	SIGNATURE	APOLOGIES IF ANY
1	Dr. Canoumady Usha.		-
2	Dr B-V Adkoli		-
3	Dr. Balachm Subramanian		-
4	Dayanidy.G		-
5	Dr. David		-
6	R. Sany T&AC		-
7	SANGUIDA - A		-
8	Dr Kartik J. Salve		-
9	Prof. S. RAJESWARI		-
10	Thamizharasi / T&AC.		-
11	Dr A-N Uma.	Absent	-
12	Dr. Jahar	Absent	Not able!
13	Dr. Sromathy Sundu	Absent	"
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