



ACTION REPORT

based on July 2019 meeting; submitted in IQAC meeting dated 6.11.2019

Agenda	Discussion Points If Any	Resolutions & Responsibility	Action Taken Report
<p>Presentation of the objectives, function, action taken and future action plans of IQAC</p>	<p>Dr. Usha presented the activities of IQAC since May 2019, through a PowerPoint presentation.</p> <ul style="list-style-type: none"> Discussed various committee formed from IQAC to monitor the process for NAAC 2020. Feedback Monitoring Committee, Scholarship Monitoring Committee, Alumni Association Monitoring Committee, Higher education and Placement Cell Monitoring Committee are formed to monitor the functions of the respective cells in the constituent colleges. Reported on standardized format for Circular and minutes of the meeting to be followed by all institutes and centers. Informed about the standardized feedback system and forms on curriculum and syllabus. Prioritized Objectives of IQAC was told 	<p>NAAC teams would be formed by IQAC under the guidance of the Vice-Chancellor.</p> <p>SBV Drive database creation is important for any kind of ranking/ accreditation. Dr. Shivaprakash, assured that he would help.</p> <p>The AAA audit planned in the first week of August 19. QER April to June 2019 planned for last week of July.</p> <p>SPP Compliance report for the year 2018-19 would be presented in the next meeting after AAA.</p> <p>Sensitization program on Quality planned for 12th and 13th July 2019</p>	<p>NAAC Teams formed. Each criterion has a leader, and all the key Indicators have the steering members and task force members are assigned to every metric.</p> <p>Attempted to employ a database manager for the same. But he discontinued soon.</p> <p>AAA meet did not happen in August. Plans are in place for external audit along with ISO internal audit between December and Jan.</p> <p>SPP Compliance report prepared and ready.</p> <p>Sensitization program on Quality successfully conducted on 12th and 13th July 2019. Report submitted to MAPCOM and Chronicle.</p>
<p>Induction address by Prof. Subhash Chandra Parija, the Honorable Vice – Chancellor, SBV</p>	<p>He congratulated the team and wished them good luck & emphasized on the importance of focused & speedy quality works not only for NAAC 2020, but also to sustain quality culture in SBV</p>	<p>Data templates for the QER to be redesigned based on the new manual. Only soft copies to be taken from all towards paperless office initiatives.</p> <p>Basic Training Programs on Microsoft - Office for Clerical and Secretarial Section is to be arranged & conducted with the help of Medical Informatics, SBV</p>	<p>Data templates for the QER redesigned and obtained approval from the Vice-chancellor. Implemented and found to be effective</p> <p>Basic Training Programs on Microsoft - Office for Clerical and Secretarial Section is being conducted by the HR department periodically.</p>

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<p>The floor was open for questions</p>	<p>The Principal, RGCT stated that The new NAAC manual will focus on the patents and asked IQAC to focus on that. Dr. Glad Mohesh, Associate Professor, Physiology, SSSMCRI gave suggestions that we should have more MoU's with industry and R&D centre, especially at off Campus which is close to Chennai. Dr. Sumathy Sundar, Director, CMTER Gave suggestions on Patient Care and Evaluation to be documented in Digital and to document the effectiveness of music therapy in the documentation.</p>		<p>MIPTECH has scheduled a series of sensitization workshops and handholding workshops for patents and copyrights.</p> <p>Pending.</p> <p>Pending. Will be discussed with the MS</p>
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